2015-2016 CATALOG

TYLER JUNIOR COLLEGE™

Tyler Junior College

Catalog 2016-2017

Information contained herein is subject to change without notice.

Release Date: 4/16/15
Updated: 3/14/16

About the Catalog

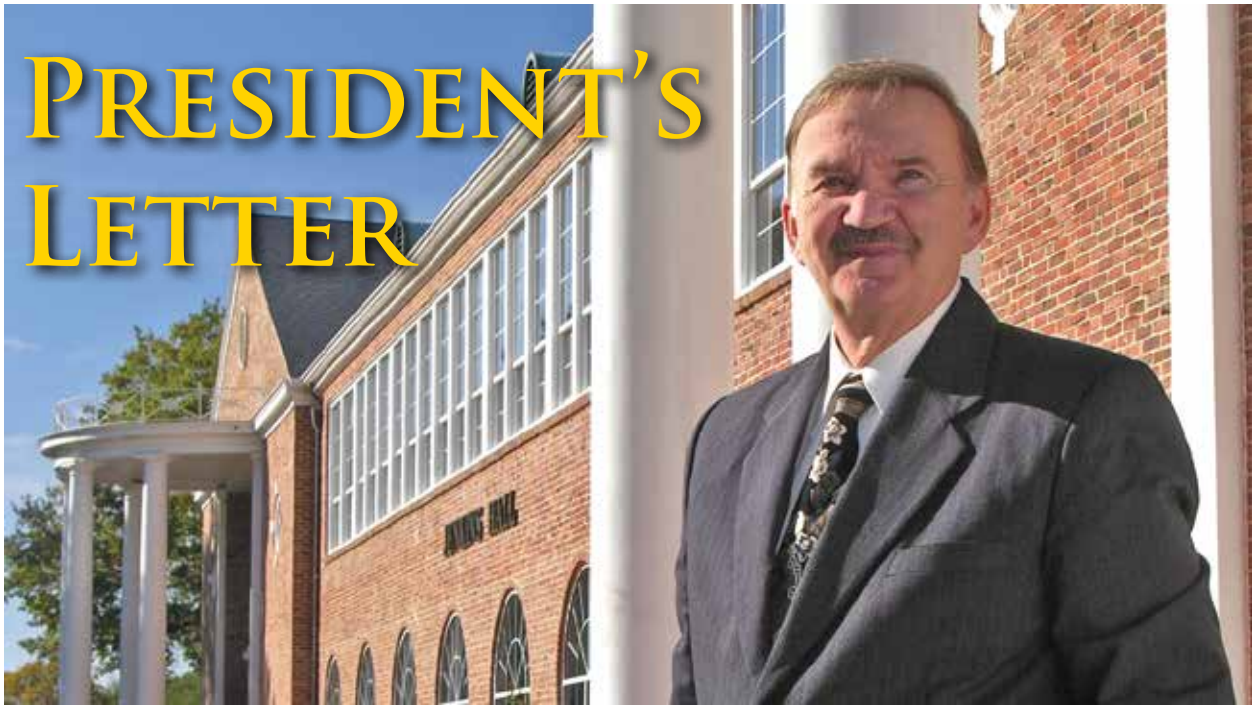
Most students who attend Tyler Junior College select courses to enhance their skills or to transfer to a four-year institution. This Catalog is a guide for the individual student's learning and success in reaching their desired goal.

This Catalog has been prepared from existing policies and information obtained from the appropriate Tyler Junior College officials. The Catalog is informational in its purpose and does not constitute a contract between Tyler Junior College and any person or entity. To the extent that any content of this Catalog conflicts with or is inconsistent with Tyler Junior College policies (current or as amended in the future), then College policies will control and govern. All Tyler Junior College policies may be found online at Board Policy Manual. Additional guidance is also available in the TJC Student Handbook. The content is current as of the date of publication, but it is subject to modification and change at any time in order to accommodate those changes in educational plans, resources, policies, procedures, and administrative, state, and federal regulations. For curriculum changes and updates, refer to the Catalog online at www.tjc.edu/catalog.

Not all courses listed in this Catalog are offered each semester. The College reserves the right to select the courses to be offered during any session. Each semester the College produces an online schedule listing of those courses to be offered. Schedules are made public and available to students as early as possible prior to the beginning of each Fall, Spring, Summer and Mini-mester.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

President's Letter



Welcome to Tyler Junior College. TJC has a rich and vibrant history that began in 1926 and continues today as we build upon our traditions and put our students and our College in a position for a successful future.

TJC now enrolls nearly 12,000 credit students and offers a wide variety of both transfer and workforce programs. It has a proud history of fulfilling its three promises of providing students with the opportunity for 1) A Quality Education, 2) A Vibrant Student Life and 3) Community Service.

TJC has specific values and expectations which guide the behavior of all who are part of our TJC campus community. There is a great deal of pride among our TJC family members and as a new member to our family, we expect you to understand what Apache Pride means and to behave in ways that advance Apache Pride. To be part of this fine institution means that you will conduct yourself in ways that demonstrate TJC Apache PRIDE, which to me stands for the following:

Purpose – To be part of TJC means that I have a purpose for being in college and for engaging in a purposeful student experience that promotes learning, mutual respect, civility and positive regard toward others.

Responsibility – I am responsible for my behavior and will strive to be a positive force in my classes, in my relationships with others, and in the choices I make.

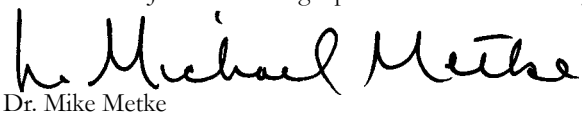
Integrity – I will practice academic and personal honesty and be a person whose words and behavior can be trusted.

Determination – I will not settle for less than my personal best, and I won't be discouraged and quit when obstacles get in the way of my bright future.

Excellence – I will do my best to reach my potential as a student and as a person so that I can be a source of pride for my family and for myself.

I encourage you to show your Apache Pride every day by smiling and greeting others, holding doors, picking up litter, showing respect and thoughtfulness, and treating others as you would like to be treated.

Welcome to TJC and to being a proud member of the TJC family!



Dr. Mike Metke
President

Table of Contents

Table of Contents
Table of Contents 5

About TJC
Board of Trustees 7
Accreditation 7
TJC Mission Statement 7
TJC Vision Statement 7
TJC Civility Statement 7
Statement of Nondiscrimination 7
Our Pledge 7
How We Began 8
Our Creed 9

Calendar
Calendar 10

Where We Meet
Main Campus 13
West Campus 15
TJC-Lindale 15
TJC-Rusk 15
TJC-Jacksonville 15

How To Get Started
Admissions 16
Residency Classification 19
Tuition and Fees 20
Academic Advising and Testing 23

What We Expect
Responsibility for Admission Requirements 26
Attendance 26
Acceptable Forms of Identification 26
Classification, Load and Numbering 27
Drop/Withdrawal 27
Academic Standing 28
Grades 28
Transferring Credits 30
Records 30

How We Help You
Financial Aid 34
Scholarships 37
Residential Life and Housing 38
Campus Clinic 39
Center for Student Life and Involvement (CSLI) 40
Student Support Services 41
School of Professional and Technical Programs Office of Development and External Funding and Grants 42
Grievance Procedures 43
Vaughn Learning Resource/Library 43

What We Offer

Graduate Guarantees 47
Honors Program 47
Continuing Studies 48
Distance Education 49
Auditing 50
Degrees, Certificates and Graduation 51
Academic Affairs 51
Academic Programs 52
Academic Degrees 52

Degree/Certificate Plans

Tyler Junior College Core Curriculum 57
Degree/Certificate Plans 58
- Art 58
- Automotive Technology 58
- Biology 60
- Business 61
- Business Management 61
- Chemistry 64
- Child Development/Early Childhood 65
- Communications 68
- Computer Information Systems 72
- Computer Science 76
- Criminal Justice 77
- Dance 79
- Dental Assisting 79
- Dental Hygiene 80
- Diagnostic Medical Sonography 82
- Economics 84
- Education 85
- Electrical/Electronic Controls Technology 88
- Emergency Medical Service Professions 89
- Engineering 91
- Engineering Design Technology 92
- English 94
- Environmental Science 94
- Fire Protection Technology 95
- Foreign Language 96
- Game and Simulation Development 97
- General Studies 99
- General Studies 99
- Geology 100
- Government 101
- Health and Kinesiology 102
- Health Information Technology 106
- Healthcare Administration 107
- Heating, Air Conditioning and Refrigeration Technology 107
- History 109
- Human Services 110
- Mathematics 112
- Medical Laboratory Technology 113
- Medical Office Management 115
- Music 117
- Musical Theatre 118

Nursing, Associate Degree (ADN) 119
LVN-ADN Transition 120
Paramedic-ADN Transition 120
Nursing, Vocational (VNE) 121
Occupational Therapy Assistant 122
Paralegal 123
Physical Therapist Assistant 124
Physics 125
Power Plant Technology 126
Professional Tennis Management 127
Psychology 128
Public Administration 129
Radiologic Technology 132
Respiratory Care 133
Science 135
Sign Language Interpreting 136
Social Work 138
Sociology 138
Surgical Technology 139
Surveying and Mapping Technology 140
Theatre 141
Vision Care Technology 142
Visual Communications 142
Welding Technology 145
Wellness and Exercise Specialist 147

Course Descriptions

Course Descriptions 148

Who We Are

Executive Officers 220
Administrative Staff 220
Professional Staff 222
Full-time Professors 225
Adjunct Professors 233
Medical/Dental Directors 240

Appendix

General Index 241

Who We Are

Frequently Called Numbers 245

Where to Write or Call

For more information concerning specific aspects of the College, contact the Admissions office.

Write: Apache Enrollment Center
Tyler Junior College
P. O. Box 9020
Tyler, TX 75711–9020
admissions@tjc.edu

Telephone: 903–510–2523
1–800–687–5680
TTY 903–510–2394

Spanish Hotline: 903–510–3247

Web: www.tjc.edu

About TJC

Board of Trustees

Rohn Boone
Ann Brookshire
Michael C. Coker
John Hills
David Hudson
Joseph L. Prud'homme, M.D.
Clint Roxburgh
Peggy Smith
Lonny R. Uzzell

Accreditation

Tyler Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tyler Junior College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. General inquiries about Tyler Junior College admission requirements, financial aid, educational programs or other offerings should be directed to the College and not the Commission. The Automotive Technology, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Service Professions, Health Information Technology, Medical Laboratory Technology, Professional Tennis Management, Radiologic Technology, Respiratory Care, Surgical Technology, and Vision Care Technology programs are nationally accredited through their respective organizations. The Dental Assisting, Occupational Therapy Assistant, Physical Therapist Assistant and Polysomnography programs are in the application process for national accreditation. The Accelerated Certification for Educators, Associate Degree Nursing, Fire Academy, Law Enforcement Academy, Nurse Aide Program, and Vocational Nursing Education programs are state accredited.

TJC Mission Statement

To provide a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant student life and community service.

TJC Vision Statement

To be the region's premier comprehensive community college, recognized internationally for its academic and workforce programs, student life and community engagement.

TJC Civility Statement

In keeping with its rich traditions, Tyler Junior College pledges to maintain a civil campus climate in which students, employees, and visitors can experience a safe, mutually supportive, academically encouraging, egalitarian, and tolerant community.

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against an applicant's race, color, national origin, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status, or limited English proficiency, or any other basis prohibited by law. The College District respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination, including sexual harassment and sexual violence, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy (DIA Local).

Our Pledge

The core values of Tyler Junior College are Academics, Perseverance, Accountability, Community, Honor and Excellence. As an Apache, I pledge to uphold these values with integrity and honesty and refuse to tolerate those who do not.

How We Began

Tyler Junior College was established in 1926 as part of the Tyler Public School System, during a nationwide movement to create community or junior colleges in response to a burgeoning freshman enrollment at universities.

The college gave residents of the Tyler area access to higher education, offering limited courses in the traditional liberal arts and pragmatic courses in public school music and home economics.

The College had a small student body during its early years. In the 1930's, as the country struggled through the Depression, only 200 students were enrolled. However, in 1945, Tyler voters overwhelmingly approved a measure to create a junior college district and issued $500,000 in bonds for the school. The expansion of the College included new facilities and new full-time faculty members. Its growth came at an appropriate time for local residents and many veterans who returned to Tyler to seek new opportunities and realized those opportunities were linked to higher education. Tyler Junior College has continued to expand since its "rebirth" in the 1940's. The Tyler Junior College District is now composed of six independent school districts: Chapel Hill ISD*, Grand Saline ISD, Lindale ISD, Tyler ISD*, Van ISD* and Winona ISD.

Today, after 89 years, Tyler Junior College offers more courses in any single major division than were offered in the entire curriculum in 1926. Just as the courses have diversified, so have the students. Although students who reside in the District are entitled to priority in enrollment, students from throughout Texas and the United States attend Tyler Junior College. The College now has an enrollment of approximately 11,500 students each Fall semester. This growth continues with the addition of TJC-Jacksonville, TJC-Lindale and TJC-Rusk. In addition to college credit enrollment, approximately 15,000 individuals take continuing education courses each year through TJC.

**Portions are not in TJC District*

Our Creed

Apache Creed

TYLER JUNIOR COLLEGE™

We the Apaches of Tyler Junior College are guided by a common set of values that direct our decisions and our actions. As voluntary members of the academic community, all Apaches agree to uphold the following standards:

Academics
We believe in the pursuit of academic excellence • We believe an education is paramount • We believe this is the foundation of our future success.

Perseverance
We are not afraid of hard work • We excel to become the best.

Accountability
We accept the duty to demonstrate ethics and civility • We do not deceive, cheat, or steal • We deal peacefully with conflict.

Community
We believe we are part of a bigger world • We embrace diversity • We are here to serve others.

Honor
We believe in honesty and truthfulness • We believe integrity is a core value.

Excellence
We challenge ourselves to set and obtain high standards • We strive for the highest level of performance • We use our talents to assist others to obtain the ultimate collegiate and life-long learning experiences.

This Creed defines us as Apaches.

Calendar

	Fall 16-wk	Fall 1st 8-wk	Fall 12-wk	Fall 2nd 8-wk	Winter 2015
Online registration opens	04/19/15	04/19/15	04/19/15	04/19/15	11/07/15
Payment Due by 5:00pm*	**08/03/15**	**08/03/15**			**12/10/15**
Final registration	08/20/15	08/20/15	-	-	-
Weekend Classes begin**	08/22/15	08/22/15	-	-	-
Online registration closes at midnight	08/23/15	08/23/15	09/20/15	10/18/15	12/13/15
Classes begin	**08/24/15**	**08/24/15**	**09/21/15**	**10/19/15**	**12/14/15**
Administrative changes	08/24-25/15	08/24-25/15	-	-	-
Enrollment Reporting Deadline by midnight	09/04/15	09/04/15	09/27/15	10/22/15	-
Official reporting date	09/09/15	09/09/15	10/01/15	10/26/15	-
Midterm	10/16/15	09/18/15	10/30/15	11/13/15	-
Midterm grades due by midnight	10/18/15	09/20/15	11/01/15	11/15/15	-
Last day to Drop with a "W"	11/20/15	10/05/15	11/20/15	11/20/15	01/04/16
Finals	12/7-10/15	10/15-16/15	12/7-10/15	12/7-10/15	Online
Last day of term	**12/10/15**	**10/16/15**	**12/10/15**	**12/10/15**	**01/06/15**
Grades due by noon	12/12/15	10/17/15	12/12/15	12/12/15	01/09/16
Deadline to Apply for Graduation	10/12/15	10/12/15	10/12/15	10/12/15	03/17/16
Graduation	12/11/15	12/11/15	12/11/15	12/11/15	05/13/16
Graduation Times	10 a.m.; 1 p.m.	10 a.m.; 1 p.m.	10 a.m.; 1 p.m.	10 a.m.; 1 p.m.	10 a.m.; 1 & 4 p.m.
Degree Audits	12/14/15	12/14/15	12/14/15	12/14/15	05/16/16
1st Installment Due	9/4/15	-	-	-	-
2nd Installment Due	10/5/15	-	-	-	-
Last Installment Due/Bridge Loan Due	11/5/15	-	-	-	-

	Spring 16-wk	Spring 1st 8-wk	Spring 12-wk	Spring 2nd 8-wk	Maymester
Online registration opens	11/07/15	11/07/15	11/07/15	11/07/15	04/05/16
Payment Due by 5:00pm*	**01/11/16**	**01/11/16**			**05/12/16**
Final registration	01/14/16	01/14/16	-	-	-
Weekend Classes begin**	01/16/16	01/16/16	-	-	-
Online registration closes at midnight	01/18/16	01/18/16	02/14/16	03/20/16	05/15/16
Classes begin	**01/19/16**	**01/19/16**	**02/15/16**	**03/21/16**	**05/16/16**
Administrative changes	01/19-20/16	01/19-20/16	-	-	-
Enrollment Reporting Deadline by midnight	01/29/16	01/29/16	02/21/16	03/27/16	05/16/16
Official reporting date	02/03/16	02/03/16	02/25/16	03/29/16	05/17/16
Midterm	03/18/16	02/12/16	04/01/16	04/15/16	-
Midterm grades due by midnight	03/20/16	02/14/16	04/03/16	04/17/16	-
Last day to Drop with a "W"	04/29/16	02/26/16	04/29/16	04/29/16	05/25/16
Finals	05/09-12/16	03/17-18/16	05/09-12/16	05/09-12/16	06/03/16
Last day of term	**05/12/16**	**03/18/16**	**05/12/16**	**05/12/16**	**06/03/16**
Grades due by noon	05/14/16	03/19/16	05/14/16	05/14/16	06/04/16
Deadline to Apply for Graduation	03/17/16	03/17/16	03/17/16	03/17/16	07/01/16
Graduation	05/13/16	05/13/16	05/13/16	05/13/16	-
Graduation Times	10 a.m.; 1 & 4 p.m.	10 a.m.; 1 & 4 p.m.	10 a.m.; 1 & 4 p.m.	10 a.m.; 1 & 4 p.m.	n/a
Degree Audits	05/16/16	05/16/16	05/16/16	05/16/16	
1st Installment Due	02/04/16	-	-	-	-
2nd Installment Due	03/04/16	-	-	-	-
Last Installment Due/Bridge Loan Due	04/04/16	-	-	-	-

	Summer Long	Summer I	Mid-Summer	Summer II
Online registration opens	04/05/16	04/05/16	04/05/16	04/05/16
Payment Due by 5:00pm*	**06/02/16**	**06/02/16**	**06/16/16**	**07/07/16**
Online registration closes at midnight	06/05/16	06/05/16	06/19/16	07/10/16
Classes begin	**06/06/16**	**06/06/16**	**06/20/16**	**07/11/16**
Enrollment Reporting Deadline by midnight	06/07/16	06/07/16	06/21/16	07/12/16
Official reporting date	06/09/16	06/09/16	06/23/16	07/14/16
Midterm grades due by midnight	07/24/16	06/22/16	07/06/16	07/27/16
Last day to Drop with a "W"	07/28/16	07/01/16	07/15/16	08/05/16
Finals	08/11/16	07/07/16	07/21/16	08/11/16
Last day of term	**08/11/16**	**07/07/16**	**07/21/16**	**08/11/16**
Grades due by noon	08/13/16	07/09/16	07/23/16	08/13/16
Deadline to Apply for Graduation	07/01/16	07/01/16	07/01/16	07/01/16

*Payment dates are subject to change per Business Services.
**Weekend classes start the weekend before regular term.
Information Technology maintenance weekend. Limited to no access available to Apache Access and Banner. Sept 12-13, 2015; Nov 21-22, 2015; Feb 20-21, 2016; May 21-22, 2016.

Holidays†

Labor Day:	09/07/15	Winter Term Holiday:	12/24-25/15	Good Friday Holiday:	03/25/16
Thanksgiving:	11/25-27/15	Winter Term Holiday:	01/01/16	Memorial Day:	05/30/16
Winter Break:	12/18/15-1/1/16	Martin Luther King	01/18/16	July 4th:	07/04/16
Offices Open:	01/04/16	Spring Break:	03/07-11/16		

†*Offices will be closed*

August 2015

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	**7**	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	**31**

November 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	**3**	4	5	6	7
8	9	10	**11**	12	13	14
15	16	17	18	19	20	21
22	23	24	25	**26**	27	28
29	30					

December 2015

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	**21**	22	23	24	**25**	26
27	28	29	30	**31**		

January 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	**18**	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
	1	**2**	3	4	5	6
7	8	9	**10**	11	**12**	13
14	**15**	16	17	18	19	20
21	**22**	23	24	25	26	27
28	29					

March 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	**17**	18	19
20	21	22	23	24	**25**	26
27	28	29	30	31		

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	**30**	31				

June 2016

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	**14**	15	16	17	18
19	20	**21**	22	23	24	25
26	27	28	29	30		

July 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	**4**	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Summer 2015 Orientation Dates

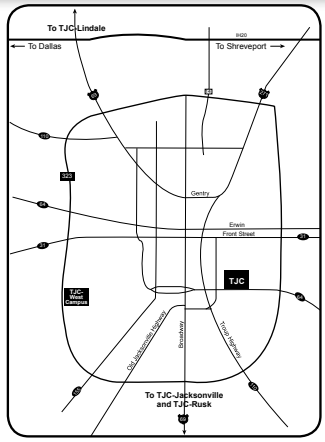
May 17-18; **June** 25-26; 28-29; **July** 12-13; 16-17; 19-20; 23-24

For upcoming events visit

www.tjc.edu/events

Where We Meet

The Main Tyler Junior College campus is located in Tyler, Texas, a progressive city of approximately 100,000 population in the northeast region of the state. Tyler is well-known not only for its roses and azaleas but for its industry, modern medical facilities, shopping centers, symphony orchestra, civic theater, art museum, public recreational facilities, *and* opportunities for higher education.



Buildings and Facilities

The Main Campus

Tyler Junior College operates four primary locations to serve its students and community partners. The Main Campus, 1400 Fifth Street (US Highway 64 East), includes more than 126 acres of property and more than 40 buildings. The Main campus is dotted with stately hardwood trees and includes nine residence halls.

The **White Administrative Services Center** houses the trustees board room and the offices of the President, Vice Presidents, Provost, Admissions, Registrar, Business Services, Financial Aid, Human Resources, Alumni Relations, Marketing and Public Affairs, Scholarship, Information Technology, the TJC Foundation, and the Cashier.

The **Residential Life and Housing** building includes offices for Residential Life staff, who manage the residence halls, and is where students apply for on-campus housing.

The **Robert M. Rogers Nursing & Health Sciences Center**, opened in January 2015, includes approximately 155,000 square feet of space dedicated to classrooms, labs and study areas for nursing and health science programs as well as the dental hygiene clinic and starting summer 2015, the Campus Clinic.

At the **Rogers Student Center** are the Apache Rooms (multi-purpose meeting rooms), the TJC Bookstore, the College dining hall, the Center for Student Life and Involvement office (CSLI), TRiO, Disability Services, Support Services, Academic Advising Center for transfer majors, recreational facilities, club/organization meeting space, student lounges, Career Service and the Testing Center.

The **Aleck Genecov Science Building** provides facilities for lab sciences and offices.

Potter Hall includes classrooms, Deaf Student Services Office (DSS), the office of the dean of Center for Student Success, and faculty offices.

Center for Earth & Space Science Education is used to reinforce classroom instruction and meet the needs of the community.

H. E. Jenkins Hall is an academic building with faculty offices, an art exhibit wing and the offices of the deans of humanities, communications and fine arts as well as engineering, math and science.

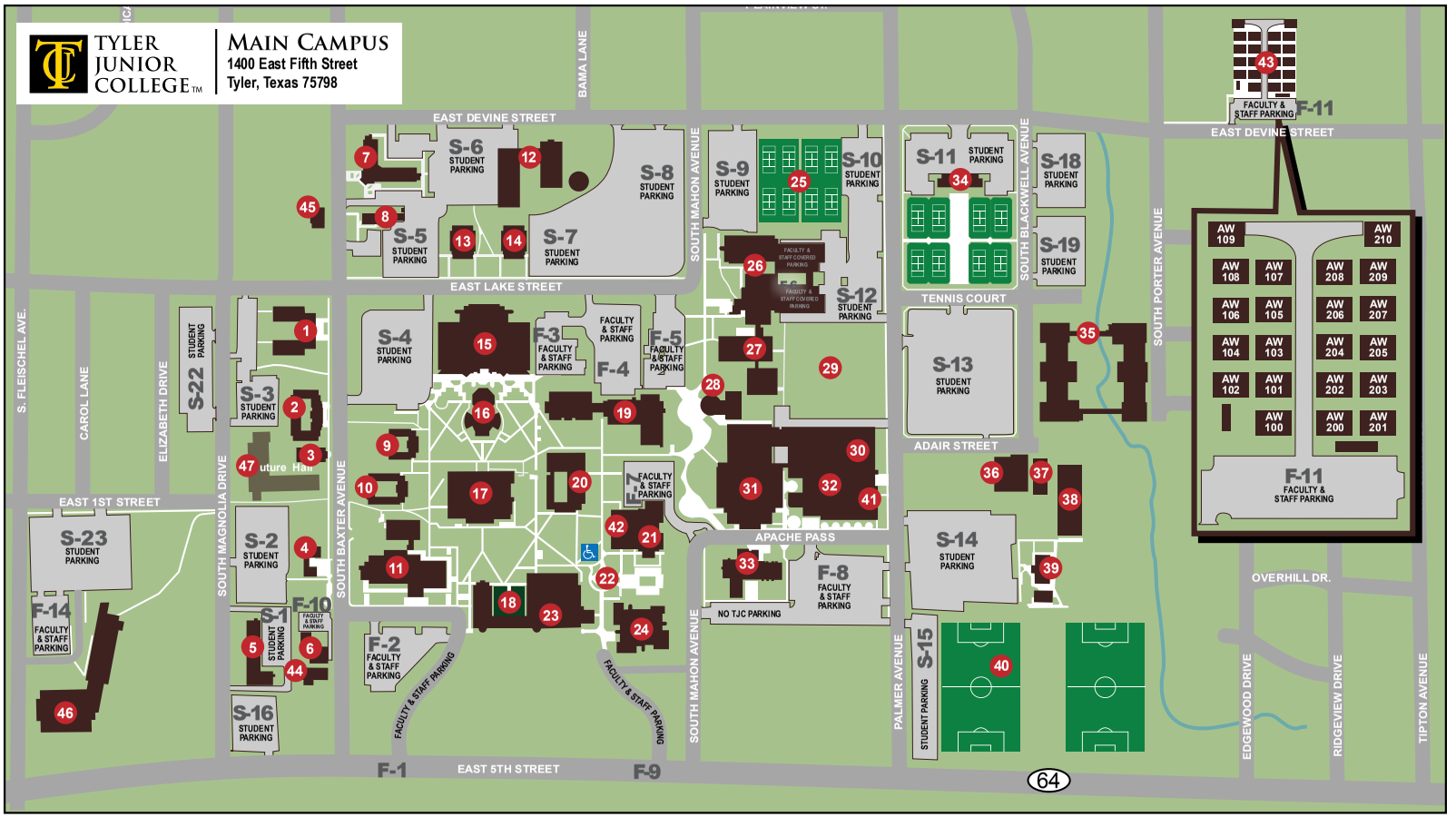
The **Wise Auditorium Fine Arts Building** contains special rooms for music, art, drama and speech, as well as a small theatre. At the **Watson Wise and Emma Wise Cultural Arts Center** are music/dance and speech/theatre departments, in addition to offices, classrooms, practice rooms and the Jean Browne Theatre.

The **George W. Pirtle Technology Center** provides classrooms and labs for technical courses, nursing and health sciences majors, in addition to the offices of the deans of professional and technical programs as well as nursing and health sciences.

The **Bonna Bess Vaughn Conservatory** features a large, fully equipped greenhouse conservatory with a reception area, classrooms and offices.

The **Vaughn Library** was established as a center for research and academic support and offers its patrons books, print journals, databases to access online journals, audiobooks (primarily fiction), textbooks and other materials on reserve, and a multimedia non-print collection. Also housed in the Library are the TJC Archives and Special Collections, the Writing and Tutoring Center, the Quest Student Success Center, Distance Education Offices, the Multimedia Access and Production Center, and Starbucks. An open computer lab with printers is also available in the library.

Wagstaff Gymnasium and the **Joseph Z. and Louise H. Ornelas Health and Physical Education Center** house recreational facilities. Wagstaff Gym provides modern facilities for programs in intercollegiate athletics, a multipurpose room as well as general programs. The **OHPE Center** offers comprehensive fitness facilities



1 Claridge Hall
2 Sledge Hall
3 Research & Marketing Services (RMS)
4 Campus Services (PRCH)
5 Bateman Hall
6 Residential Life & Housing (RLH)
7 Hudnall Hall
8 Campus Police (CS)
9 Holley Hall
10 Vaughn Hall
11 White Administrative Services Center (WASC)
12 Baldwin Facilities and Construction (BMB)
13 Wesley House
14 Lewis Hall
15 Rogers Student Center (RSC)
16 Vaughn Conservatory (VC)
17 Vaughn Library & Resource Center (LRC)
18 Gatewood Garden
19 Genecov Science Building (G)(GB)
20 Potter Hall (P)
21 Wise Auditorium (WA)
22 Ina Brundrett Azalea Garden
23 Jenkins Hall (J)
24 Wise Cultural Arts (WCA)
25 Louise Brookshire Community Tennis Complex
26 Pirtle Technology (T)
27 Dental Hygiene Clinic
28 The Center for Earth & Space Science Education
29 Intramural Field
30 Band Hall
31 Wagstaff Gymnasium (WG)
32 Ornelas Health & Physical Education Center (OHPE)
33 Tyler Museum of Art
34 JoAnn Medlock Murphy Tennis Center (JMTC)
35 Louise H. & Joseph Z. Ornelas Residential Complex
36 Satellite Physical Plant
37 Athletic Strength & Conditioning Facility
38 Athletic Field House (AF)
39 Pat Hartley Complex & Concession Stand
40 Pat Hartley Field
41 Apache Belle Studio
42 Fine Arts (FA)
43 Apache Woodlands
44 Wesley Annex
45 Campus Police Annex
46 Robert M. Rogers Nursing & Health Sciences Center
47 *Future* Residence Hall

S: Student Parking F: Faculty Parking

Please check the Web site for the most current map: **www.tjc.edu**

4/15/15

Buildings and Facilities

including a gymnasium, indoor walk/run track, aerobics and dance studio, a weight room, racquetball courts, an aquatics area, and the band hall and Apache Belles studio.

The **JoAnn Medlock Murphy Tennis Center** is home to classrooms and coaching and instructional offices for the men's and ladies' tennis teams and the professional tennis management program. The nearby **Louise Brookshire Community Tennis Complex** offers eight tennis courts for College and public use.

The College's residence halls offer suites for four students sharing a bathroom and two bedrooms. **Bateman Hall** houses 150 students, while both **Hudnall Hall** and **Claridge Hall** have room for approximately 90 students. **Sledge Hall** and **Holley Hall** house 60 to 70 students, and **Lewis and Vaughn Halls** lodge about 50 students each. **The Louise H. and Joseph Z. Ornelas Residential Complex** is a 462-bed facility housing both male and females. The complex features large rooms, a cyber lounge, a media room, a convenience store and a sand volleyball court.

Crossroads Hall, which opened August 2015, houses 248 students and features wifi throughout the building, a computer lab, three study lounges/areas on each upper floor, community microwave ovens on all floors, a coin operated laundry and a Chick-fil-a restaurant.

All halls have full-time staff to provide student development activities and operational supervision as well as video surveillance cameras in the public areas.

Wesley House is a private residential facility operated by the Wesley Foundation.

The **Pat Hartley Field Complex** serves as home to the men's and women's soccer teams and includes two regulation- size soccer fields, a walking trail, a concession facility and a field house. Playing fields also serve as a practice facility for football and as a resource for intramural and continuing education programs.

The **Baldwin Facilities and Construction Building** and **Satellite Physical Plant** includes offices for maintenance and physical plant staff and provide heating and cooling for the campus.

Campus Services houses mail and duplication, central supply and purchasing offices.

Research and Marketing Services is home to Institutional Effectiveness, Planning and Research and the Creative Services Division.

Also located on the Main Campus, through a cooperative agreement with the College, is the **Tyler Museum of Art**, a privately-funded contemporary museum.

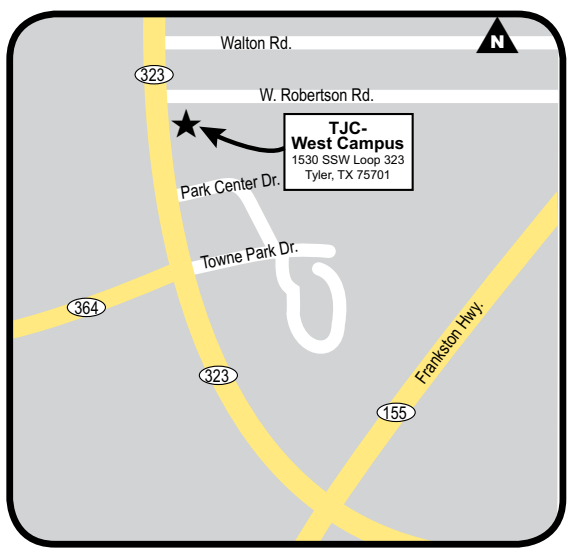
The West Campus

At TJC's West campus, 1530 South-Southwest Loop 323, are the **Regional Training and Development Complex (RTDC)** and the **Skills Training Center (STC)**. The RTDC is home to Continuing Education, the Small Business Development Center, the Tyler Area Business Incubator, TJC Corporate Services, the Literacy Council of Tyler, the TJC Fire Academy and the TJC Law Enforcement Academy. The facility is an 84,000-square-foot building which provides quick start-up, fast turnaround, and low-cost training programs for business and industry, in addition to offering lifelong learning and professional enhancement programs for groups and individuals.

Also, credit programs are offered in various locations of the West Campus—automotive technology; child development/early childhood; fire protection technology; electrical and electronic controls technology; heating, air conditioning, and refrigeration technology; vision care technology and welding technology.

The **Skills Training Center** is an innovative, joint project with area public schools and is financed with assistance from the Tyler Independent School District, the Tax Increment Finance Board, and the Tyler Economic Development Council. The Skills Training Center includes the **Jake and Mary Roosth Automotive Technology Center** and the College's automotive technology and welding technology departments. It also includes the new **Energy Center,** an expansion to the Skills Training Center, opened in January 2015 and provides training in the latest industry standards for students seeking highly skilled jobs in power plant technology, HVAC, and electrical and electronic controls technology. The STC and its departments are utilized by area high school students taking part in dual credit enrollment programs, which offer the opportunity for college credit prior to high school graduation. Many of the students continue their studies after graduating, obtaining certification in technical fields to enter into the expanding job market.

The STC also is home to **Luminant Academy**, a subsidiary of Energy Future Holdings Corp., formerly TXU Corp. Students attending Luminant Academy classes earn continuing education hours for courses or certificates of completion from the College while being trained to work at generation, mining and construction operations for Luminant, which operates power plants in nearby Rusk and Titus counties. Luminant Academy houses 10 classrooms and office space for 10 permanent staff members. Approximately 300 students per year attend the Academy.



Family Learning Center

The **Family Learning Center of Tyler** is a joint daycare project of the Literacy Council of Tyler, Tyler Independent School District and Tyler Junior College. This licensed center serves children ages six weeks to four years and operates Monday through Friday from 7:30 a.m. until 5:30 p.m. during the Fall and Spring TJC semesters. The center is on the campus of Douglas Elementary School, 1508 N. Haynie Ave., in Tyler. The Family Learning Center operates on standards aligned with national accreditation and is supervised by degree-holding personnel and students from the Tyler Junior College early childhood program.

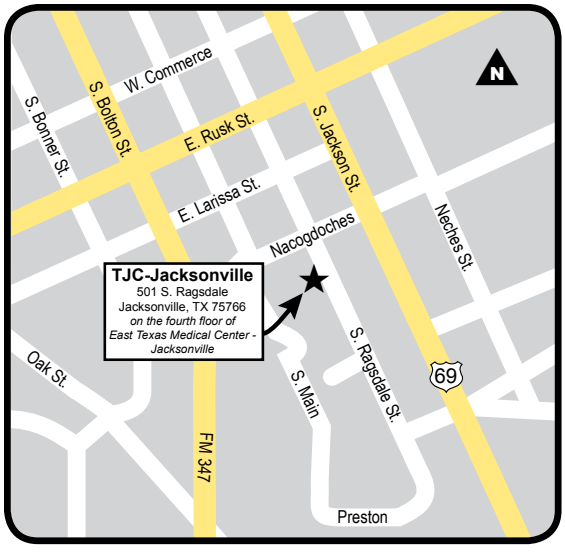
TJC-Jacksonville

TJC-Jacksonville, 501 S. Ragsdale, is located on the fourth floor of East Texas Medical Center Jacksonville. Studies offered at TJC-Jacksonville include the LVN-ADN transition program, designed for a licensed vocational nurse to complete the associate degree nursing program and be qualified to become a registered nurse, as well as general education courses needed to qualify for entry and completion of nursing and other health-related and college transfer programs.

TJC-Jacksonville is the result of a partnership between the Jacksonville Economic Development Corporation, Trinity Mother Frances Hospitals and Clinics, East Texas Medical Center Regional Healthcare System, and Tyler Junior College.

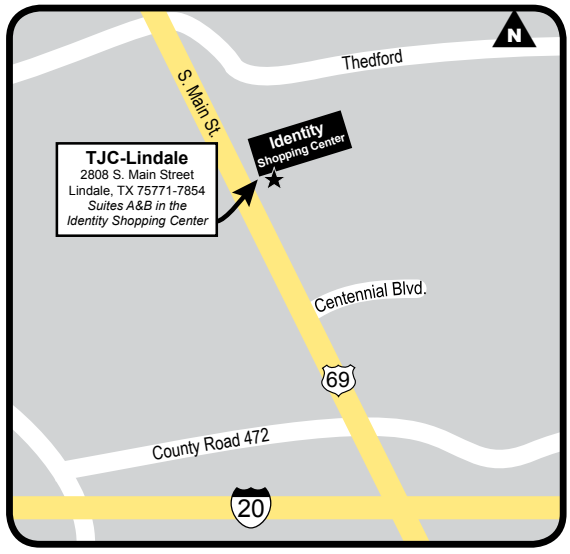
TJC-Lindale

Studies offered at TJC-Lindale include the College's



12-month vocational nursing education program, LVN-RN transition program, as well as general education credit courses needed to qualify for entry and completion of nursing and other health-related and college transfer programs. Continuing education courses are also offered at this site.

TJC-Lindale is located at 2808 Main Street in the Identity Shopping Center on the east side of Highway 69, approximately one-half mile north of Interstate 20. It is a result of a partnership between the Lindale Economic Development Corporation, the Lindale Independent School District, and Tyler Junior College. TJC-Lindale brings lifelong learning to residents of northern Smith County and provides a resource for high schools in Smith, Van Zandt and Wood counties, where TJC offers dual credit courses that provide college credit to eligible high school students.



TJC-Rusk

At TJC-Rusk - located on the campus of Rusk State Hospital on U.S. Highway 69 - the College maintains a 12-month vocational nursing education program. All academic courses for students within the TJC-Rusk LVN program are offered on site.

How To Get Started

Admissions

All materials required for admission to Tyler Junior College must be on file in the Admissions office prior to registration. All applicants need to submit a completed admissions application (a TJC application or an ApplyTexas.org application) and the Texas State Education Code requires that students who enter Texas public institutions of higher education may have to take a TSI Assessment prior to enrolling for courses. Results of the test will be used for course placement only.

Additional required materials depend on the method of admission—see below.

A new applicant whose file is incomplete at the time of registration may only be allowed to enroll on conditional status, granted by the Director of Admissions, until completion of the admission file.

Admission is conditional until receipt of transcript showing that the Texas Assessment of Academic Skills, the Texas Evaluation of Minimum Skills, or the Texas Assessment of Knowledge and Skills (TAKS) or the State of Texas Assessments of Academic Readiness (STAAR-EOC) requirements has been passed. No student will be permitted to re-enroll until admission requirements have been met. Students are encouraged to submit applications as early as possible in order to facilitate the early advisement process.

Responsibility rests upon the student applicant for insuring that all necessary materials have been submitted for admission.

A completed application form must be on file prior to a student attempting to register for classes and before the first consultation with an academic advisor, if needed. A student may apply in person or by completing a TJC Admissions Application online at www.tjc.edu/apply or at applytexas.org.

Methods of Admission

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

1. High School Graduate

An official high school transcript showing date of graduation and passing of TEAMS, TAAS, TAKS or STAAR-EOC test for those subject to these tests is required.

Students whose transcripts do not show successful passing of the TEAMS, TAAS, TAKS or STAAR-EOC test and who score below college-level on placement testing may be granted provisional admission.

Tyler Junior College will not recognize a student as a high school graduate who has obtained a diploma through a school or online program that requires only payment of a fee with little or no coursework requirements. Determination of the legitimacy of these diplomas will be at the discretion of the Admissions Office. Graduates of such programs will be considered for admission on an individual approval basis (see Individual Approval section below).

2. Admission by Examination (General Educational Development Test)

GED students who wish to enroll in Tyler Junior College will be admitted. Applicants must submit official passing GED test scores and follow standard criteria for admission (listed previously).

3. Admission of Transfer Students

Students may be accepted in transfer from other colleges and universities when eligible to return to their former institutions. (See Reverse Transfer Graduation for more information.)

Procedural guidelines for transfer students include:

a. The student will furnish official transcripts from all colleges or universities attended.
b. Tyler Junior College will analyze the transferring student transcripts to determine the level, content quality and quantity and relevance to TJC curricular offerings before accepting transfer of prior academic work.
c. The student will continue on scholastic probation at Tyler Junior College if he/she has been placed on probation at a previous institution.
d. Students on Academic Suspension will not be considered for admission until their suspension term has been met. Appeals may be considered through the Director of Admissions and Admissions Appeal Committee.

A student transferring from another collegiate institution is not at liberty to disregard their collegiate record and apply for admission on the basis of his high school record or a part of their college record.

4. Special Admissions

a. Dual Credit: High school Junior or Senior students may, with the permission of appropriate high school officials, enroll in Tyler Junior College courses taught on their high school campus. Students receive dual credit if they are receiving both high school and college credit for their course. Please check with the Office of Dual Credit for testing and enrollment

procedures at 903-510-2519 or dualcredit@tjc.edu.

b. Early Admission Students: Special high school students are accepted during their senior year upon recommendation of their high school counselor or principal and with the permission of their parents, provided these students have passed or are exempt from the TSI Assessment. Under special circumstances, high school students in their junior year who have passed or are exempt from the TSI Assessment, upon recommendation of their high school counselor or principal and with the permission of their parents, may also be accepted. Students who meet all criteria but who have not completed their junior year may request "special permission" from the chief academic officer to enroll. These students may take one or two courses each semester. Credit for the courses will not be released until the student graduates from high school and furnishes Tyler Junior College with a transcript showing date of graduation. Please check with the Office of Dual Credit for testing and enrollment procedures.

c. Allied Health Programs: In addition to admission to Tyler Junior College, students must fill out the appropriate application to the particular allied health program in which they are interested. Enrollment into these programs is limited due to clinical facilities available. (Admission to Tyler Junior College does not guarantee acceptance into an allied health program. Also see Selective Admissions.)

d. Independent Study (Home School): Students who are under 18 years of age and who are applying for admission based on the completion of an independent study equivalent to the high school level in a nontraditional setting rather than through a public high school or accredited private high school may be admitted on an individual approval basis provided they:
   (1) Present a notarized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with the TEA minimums for high school completion.
   (2) Comply with institutional testing requirements; and
   (3) Agree to limitations or conditions of admission established by the institution.

e. Individual Approval: Students who have not graduated from an accredited public or private high school; a nontraditional secondary education course of study in a non-accredited private school setting, including a home school; or earned a GED may be admitted conditionally on an individual approval basis at the discretion of the Admissions Office. Such approval does not guarantee financial aid assistance will be awarded. This category includes students whose high school diploma is not recognized by the Admissions Office. Students admitted as Individual Approval must provide evidence of successful completion of the GED or graduation from a recognized high school during the first semester of enrollment, or future enrollment will be blocked. For financial aid consideration, we will not award any financial aid no matter the source without a high school diploma or GED, if admitted as individual approval.

5. International Students

Student seeking F-1 Visa:

The following admission requirements apply to students seeking admission as an F-1 Student:

1. Application and all documents should be on file at least 90 days prior to registration.
2. Official copy of transcript for the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and grade earned. The transcript must indicate date of graduation/ completion. Students who have attended an American college or university do not need to submit a high school transcript. Students may be denied admission if the level of education they have obtained is evaluated as equivalent or higher than a U.S. Associate Degree.
3. Proof of English proficiency. Furnish one of the following:
   a. Test of English as a Foreign Language (TOEFL); minimum acceptable score is 71 Internet-Based Score.
   b. Completion of an English Language School or program of recognized standing with attained proficiency equivalent to above TOEFL score as approved by Office of Admissions.
   c. Other proof of English proficiency equivalent to above TOEFL score as approved by Office of Admissions.
4. Bacterial Meningitis Vaccination Requirement
   a. Evidence the student has received the vaccination or booster does during the five years preceding and at least 10 days prior to enrollment.
   b. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving the booster dose if the student is 22 years of age or older by the first class day of the semester in which they intend to enroll.
5. Proof of financial ability to stand all expenses for the college year. We have no scholarship or financial aid available for foreign students, nor do we issue work permits for them. This means that the student must show his/her ability to stand all expenses for the college year (Form I-134). Athletic scholarship may be awarded to international students.
6. Proof of hospital and accident policy to cover hospitalization is highly recommended.

7. Compliance with all requirements and procedures established for visa category by U.S. Citizenship and Immigration Services (USCIS).

Immigrant & Refugee Students:

Students must submit verification of immigrant card or I-94 Refugee Permit.

Other non-immigrant students:

All other nonimmigrant visas, except B (visitor) visas, may enroll at TJC through other Methods of Admission.

6. Veterans Services

Tyler Junior College is approved for Veterans training. Consult the College Veterans Coordinator located in the Admissions Office for information and assistance. The student may apply for Veterans Benefits on line at www.gibill.va.gov or visit the online Veterans page at www.tjc.edu/veterans.

7. Hazlewood Act

Veterans who are receiving Federal VA Educational benefits as well as Veterans who have exhausted their Federal VA Educational benefits may be eligible to receive benefits under the Texas Hazlewood Act. Veterans qualifying for the Hazlewood benefits "may be" exempt from Tuition and Related Fees.

Requirements:

1. Be resident of Texas when they entered the military or
2. Designated Texas as their Home of Record or
3. Have entered the military from Texas and
4. Have an Honorable Discharge or General under Honorable Conditions
5. Have "more than 181 days" of active duty, excluding Training
6. Is not in default on an education loan made or guaranteed by the State of Texas and is not in default on a Federal Loan

Hazlewood benefits for Veterans, Spouses and Dependents have recently changed.

For more information, contact the Veterans Coordinator in the Admissions Office located in the White Administrative Services Center.

Admission Test Scores Requirement

All students are required to submit TSI Assessment scores. Students are strongly encouraged to submit SAT and/or ACT scores to be used for placement and academic advising only.

Beginning students may be required to take placement tests in writing, mathematics and reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting the Tyler Junior College Admissions office.

The ACT and SAT tests are scheduled at Tyler Junior College and other conveniently located testing centers in Texas and elsewhere. Current year's testing dates may be obtained from the Tyler Junior College Testing Center (www.tjc.edu/testing) or their high school counselor.

It is required that transfer students submit TSI Assessment scores. Placement tests may be required. See www.tjc.edu/testingrequirements for more information. Certain nursing and health professions, as well as professional and technical certificate programs that are college readiness-waived may require additional testing. Students residing in the Tyler Junior College District are entitled to priority enrollment. Others are admitted if facilities are available, but the College reserves the right to limit the enrollment of students residing outside the Tyler Junior College District whenever, in its judgment, facilities are not available for additional students.

Summer Orientation

Summer Orientation is a fun-filled, in-person, on-campus opportunity for incoming TJC students. New students who participate in Summer Orientation gain a first-hand glimpse of college life before a semester begins. During this two-day event, students become familiar with campus via a walking tour; spend the night in a residence hall; explore how to become involved on campus with activities, clubs and organizations; socialize and enjoy live entertainment with fellow incoming/new students. Although open for any new, incoming student, Summer Orientation is designed for recent high school graduates or GED recipients ages 18–21 with fewer than 15 college credit hours, excluding dual credit enrollment. There is a fee for attending Summer Orientation.

Parent Orientation

Parents are welcome to attend a special Parent Orientation during Summer Orientation. These sessions are designed for parents to learn how to help their student transition into the college lifestyle and gain valuable knowledge about Tyler Junior College. There is a fee for attending Parent Orientation.

Selective Admissions—

Nursing and Health Sciences

Admission to Tyler Junior College does not guarantee admission to a specific program in the School of Nursing and Health Sciences. The number of students admitted to each of these programs is limited based upon authorized class capacity and clinical site availability. Applicants admitted to selective admissions programs are chosen based on their record of past performance to include but not limited to: admission to the College, reading, writing and math abilities, prior educational achievements, negative criminal background checks and a clear drug screening evaluation. Specific application information and deadlines are available by contacting the appropriate department chair of each program or an academic advisor in the School of Nursing and Health Sciences. (Also see Special Admissions.)

Programs which require separate application:

- Associate Degree Nursing (ADN)
- Dental Assisting
- Dental Hygiene
- Diagnostic Medical Sonography
- Emergency Medical Service Profession: Paramedic

- Health Information Technology
- Healthcare Administration
- LVN-ADN Transition
- Medical Laboratory Technology
- Occupational Therapy Assistant
- Paramedic-ADN Transition
- Physical Therapy Assistant
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- Vision Care Technology
- Vocational Nurse Education

Drug screening and criminal background checks are required of all successful applicants.

Admission Appeals

Any student denied admission to Tyler Junior College based on academic suspension may appeal this decision by writing to the:

Admissions Appeals Committee
c/o Director of Admissions
Tyler Junior College
P. O. Box 9020
Tyler, TX 75711–9020

Immunization

The Texas Department of Health highly recommends immunizations at Texas colleges and universities for tetanus, diphtheria, measles, rubella and mumps.

All students in the School of Nursing and Health Sciences who have any direct patient contact will be required to have proof of adequate immunization for these diseases:

Tetanus/Diphtheria Measles
Mumps Rubella
Hepatitis B

Bacterial Meningitis Vaccination Requirement

State of Texas SB 1107

Bacterial Meningitis Required Vaccination Prior to Enrollment at or in Tyler Junior College

All new students and re-entry students must provide either:

1. Evidence the student has received the vaccination or booster dose during the five years proceeding and at least 10 days prior to enrollment. This evidence must be submitted in one of the following three formats:
   - A document bearing the signature or stamp of the physician or his/designee, or public health personnel (must include the month, day and year the vaccination was administered.) OR
   - An official immunization record generated from a state or local health authority (must include the month, day and year the vaccination was administered). OR
   - An official record received from school officials, including a record from another state (must include the month, day and year the vaccination was administered.)

DOWNLOAD THE EVIDENCE OF VACCINATION FORM

2. Evidence the student is declining the vaccination must be submitted in one of the following two formats:
   - An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student. OR
   - An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. (This may take up to 30 days.) http://www.tjc.edu/download/downloads/id/404/evidence_of_vaccination_form
3. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose:
   - If the student is 22 years of age or older by the first class day of the semester in which they intend to enroll. OR
   - If the student is enrolled in on-online or other distance education courses only.

Re-Admit Policy

A student who was enrolled previously at Tyler Junior College and who has been out of school longer than two consecutive long semesters (Fall or Spring semesters) will be required to re-apply to the College and submit high school and/or college transcripts again.

Residency Classification

It is the student's responsibility to have residency information correct prior to payment of tuition and fees.

In-district, in-state and out-of-state residency is determined by using the guidelines published by the Coordinating Board in "Rules and Regulations—Residence Status." Twelve months after giving up previous domicile is the minimum length of time required to establish new residency for tuition purposes.

"Residence" means "domicile." "Resided in" means "domiciled in."

"Legal place of residence" is defined as the place where you, your parents or guardian live for the required length of time at the time of enrollment, and used for federal income purposes.

"Dependent" means an individual who is claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration

and for the tax year preceding the year in which the individual registers.

In-District student: A Texas resident (or dependent) who physically resides (permanent residence) on property subject to ad valorem taxation by the Tyler Junior College District required length of time (12 months).

Out-of-District student: A Texas resident who does not physically reside within the geographic boundaries of the Tyler Junior College District.

SB 1528 (Non-Residents)

Effective for students starting Fall 2006, state law (SB 1528) allows undocumented students to be classified as Texas residents if they meet the following conditions:

- Graduated from a public or an accredited private high school or received the equivalent of a high school diploma (GED) from the State of Texas.
- Resided in Texas for at least three years as of the date the person graduated from high school or received the equivalent of a high school diploma (GED).
- Resided in Texas for the 12 months preceding the 12th class day of the academic semester in which the person enrolls in an institution.
- Provided the institution with an affidavit stating intent to apply for permanent residency. Affidavit forms are available in the Admissions office.

Reclassification

Reclassification as a non-resident. Persons who have been classified as residents of Texas shall be classified as non-resident students whenever they shall report, or there is found to exist, circumstances indicating a change in residence to another state. If students who have been classified as residents of Texas are found to have been erroneously classified, those students shall be reclassified as non-residents and be charged the non-resident tuition beginning with the semester following the date that the institution discovers the error.

Reclassification as a resident. If a student has been erroneously classified as non-resident student and subsequently proves to the satisfaction of the appropriate officials of the TJC Admissions office that they should have been classified as a resident student, they shall be reclassified as residents of Texas and may be refunded the difference between the resident and non-resident tuition for that semester in which the student was erroneously classified and paid the non-resident tuition rate, approved by the director of admissions.

Students must complete any reclassification of residency prior to the certification day of that term (12th class day—16-week session; 4th class day—summer session) in order to pay the new tuition and fees for that semester.

It is the responsibility of the student to verify their residency status each semester and review their statement of charges for accuracy. Requests for residency changes must be completed in the Admissions office by the census date. Refunds due to residency changes will be processed for the current semester only if all requirements are completed by the census date. No refunds for prior semesters will be given for reclassification of residency status.

Minimum Requirements

(additional documentation may be requested)

1. Change permanent address in Admissions office.
2. Texas Driver's License with current permanent address.
3. Tax documentation showing tax independence (if under 25 years of age).
   a. Your [income tax] Form 1040 showing financial independence.
   b. Your parent's 1040 tax form showing they do not claim you.

(Please note your residence is based upon the person who claims you on their taxes.)

4. Lease Agreements or proof of home ownership showing you have been living in a Tyler Junior College taxing district for AT LEAST 12 consecutive months prior to enrollment. (Copy of front page will be sufficient.)
5. Application for Reclassification forms. (Found in Admissions office.)

Please understand reclassification of residency is done on a case-by-case basis and is determined by the guidelines published by the Coordinating Board in "Rules and Regulations—Residency Status."

Tuition and Fees

Tuition, Fees, Surcharges*

Tuition rates are based on residency in the state of Texas and within the TJC District. A schedule of tuition and fee charges may be viewed online at www.tjc.edu/tuitionfees. It is the responsibility of the student to verify their residency status each semester and review their statement of charges for accuracy. Requests for residency changes must be completed in the Admissions office by the census date. Refunds due to residency changes will be processed for the current semester only if all requirements are completed by the census date. No refunds for prior semesters will be given for errors in residency status.

Special Fees*

ID Cards

All students at Tyler Junior College are issued identification cards at their first registration. This card will be presented for admission to College activities, use of library and learning resources, use of the OHPE Center, as a meal ticket and for other College functions requiring identification. The card should be obtained during registration or the first two weeks of school. If the card is lost or not obtained during this period, a late/lost card fine will be assessed. Cards are invalidated upon replacement or during semesters when a student is not enrolled.

Campus Security Fees

Campus Security Fees help support a safe environment at Tyler Junior College including funds for security cameras, increased lighting, safer crosswalks, graffiti removal, vandalism repair, additional security personnel, vehicle registration and parking lot management.

Vehicle Registration

All full- and part-time students who operate a motor vehicle on property owned or controlled by the College are required to register each vehicle with the Campus Safety Office. A registration permit must be affixed to each vehicle in accordance with the Parking Rules and Regulations of the College.

Motor vehicles will be registered for an academic year (September 1 through August 31) or for the balance of the year registered, whichever is applicable. Student permits, however, are authorized on a semester basis. Permits are provided to students who show a College receipt reflecting payment of tuition and fees including current campus security fees due. Tuition and fees must be paid to receive a registration permit. Operation of a vehicle on property owned or controlled by the College for which current-semester campus security fees have not been paid may result in a parking ticket from Campus Safety.

In order to register a vehicle, a driver's license, student identification card and motor vehicle license number must be presented at the Campus Safety Office.

Special Music Fees

Special music fees may be charged per semester for individual lessons in the following music disciplines: Organ, Piano, Voice, Violin, Violoncello, Guitar, Woodwind Instrument, Brass Instrument, Percussion.

Other Special Fees

1. Registration Fee
2. Health Service Fee
3. Developmental Course Access Fees (specified courses only)
4. Laboratory Fee (specified laboratory courses only, in accordance with the requirements of the statutes of the State of Texas)
5. Laboratory Fees (per course, specified nursing/health professions/automotive/welding courses)
6. Differential Fee (per course, specified programs)
7. Technology Fee
8. Distance Education Fee (per semester credit hour specified courses only, not related to student verification)
9. Course-Specific Fees: To offset materials and other related costs for the delivery of instruction in specific courses, a varying course-specific fee may be charged. Examples: certain courses in respiratory care, nursing, and health and kinesiology
10. Non-Funded Course Fee
11. 27-Hour Rule Fee (Developmental Education coursework)
12. Posting Fee is paid by students for posting credit to permanent records in the following situations:
    a. Credit by examination
    b. Credit for life experience
    c. Credit by articulation agreement
13. Insufficient Funds Check Fee (Insufficient funds checks result in unpaid student accounts. Unpaid student accounts will be turned over to a collection agency)
13. Replacement Debit Card Fee

** Subject to change by the State Legislature, Coordinating Board or Board of Trustees of Tyler Junior College.*

Excess Hours Fees Notice

Once a student has attempted in excess of 27 hours of Developmental Education courses the College no longer receives state funding; therefore, the College assesses a higher fee for these classes.

Students who attempt excess hours (70 for associate of arts degree or 170 for bachelor's degree) in a state-supported college or university before receiving a bachelor's degree may be charged additional fees for the excess hours. Courses attempted which are (1) WECM, vocational/technical, and/or developmental; (2) credit by examination, or (3) hours attempted while paying out-of-state tuition are exempt from these total hours.

Repeat Fee Policy

The Texas Legislature eliminated funding to colleges and universities of higher education for students enrolled in courses that are attempted three or more times. An attempted course is defined as any course in which a grade is earned on the transcript or a course which is dropped after the census date (12th class day in fall or spring semesters, 4th class day in summer sessions).

In order to compensate for this loss of state funding, students attempting a course for the third or subsequent time will be required to pay an additional fee for the repeated course. The additional fee assessment for courses attempted at Tyler Junior College for the third time began in Fall 2004.

A student is limited to three attempts of an individual course. Major topic courses which are required to repeat for certain majors are exempt from this policy. Students which are not successful after the third attempt will no longer be able to complete the course through Tyler Junior College. An attempt is a student that registers for a course and remains enrolled in the course after the official day of record for the class. A student will have attempted the course if the student has received a grade of passing, F, W, or I in the course.

Other exemptions for repeated hours for attempted courses are as follows:

• Up to 27 hours of remedial and Developmental Education courses.

• Hours for special topics and seminar courses that may be taken for additional credit toward a degree.

• Hours for courses that involve different or more advanced content each time they are taken, including

but not limited to, individual music lessons, Workforce Education Courses, manual special topic courses (when the topics change), theatre practicum, music performance, ensembles, certain physical education, kinesiology courses, and studio art.

• Classes taken prior to Spring 1998.

How to Pay for College

In addition to cash, check, or major credit card, students may be awarded financial aid to satisfy payment deadlines in advance of anticipated financial aid disbursement/refund and/or elect to pay through an Installment Plan.

Financial Aid Funds

Financial aid and scholarship monies must be accepted and awards made prior to registration in order to pay your account. College charges (tuition, fees, housing, etc.) are collected from the first financial aid money available to the student regardless of due date. Students are responsible for paying any tuition, fees, room, board, and loans by appropriate due dates.

Installment Plan

Terms: One fourth of the tuition and fees plus a loan processing fee due in advance of the semester (on day of registration) and three (3) one-fourth payments due prior to the 2nd, 6th and 11th class weeks. The first payment of one-forth must be collected at time of completing registration or before payment due date. If payments are not paid by the due dates a late fee will be charged to the student. You must be eighteen (18) years of age or parent or guardian's signature is required. NOTE: Special Terms, Summer I and Summer II are NOT eligible for installment plan. Additional fees, including cost of collection, will be charged to the student.

Bridge Loan (subject to availability)

Students with bridge loans are responsible for payment of the loan by due date unless a complete withdrawal form is completed with your advisor and processed by the registrar's office prior to the first official day of class. Additional fees, including cost of collection, will be charged to the student.

Payment by an Outside Company

Students whose tuition and fees are being paid by an outside company or business must supply information regarding the agreement to the Business Services office prior to registration. Advance approval from Business Services is required.

Tyler Junior College Refund Policy*

Refund payments will be issued to the student's TJC Higher One ® Debit Card 4–6 weeks after the 12th class day. Refunds are issued on a weekly basis.

Refund of Mandatory Tuition and Fees

(16-week/Regular Terms Only)

Students who completely withdraw or reduce their credit-hour load (remain enrolled at Tyler Junior College) by **completing the proper forms with their academic advisor shall have their tuition and mandatory fees refunded according to the following schedule**:

Prior to the first official class day.....100%
During the first fifteen class days 70%
During the sixteenth through twentieth class day..25%
After the twentieth class day 0%

Registration fees are non-refundable.

Students who "swap" credit hours (exchange one three hour course for another three hour course) may do so without a monetary drop penalty. The even exchange applies **only** if the course add and drop are completed by your advisor and presented to the registrar at the same time. Additional fees may apply.

Students with financial aid who completely withdraw on or before the 60% point in time of the enrollment period may have a federally required return of Title IV calculation done to determine the amount of money the student will owe to the federal government.

Weekend College

The above dates and policy will apply to the Weekend College program regardless of the actual start dates of classes.

Special Notes

It is the student's responsibility to drop courses. The dates used for determination of refunds are those entered by the Registrar's office when the drop slip is received and processed by them. Refunds will be applied to outstanding debts owed to Tyler Junior College. Unpaid student accounts will be turned over to a collection agency. Any cost associated with the collection of outstanding account balances including reasonable attorney's fees, cost of collection, and court cost incurred in the prosecution of suit will be paid by the student.

The refund policy is subject to change by the vote of the Tyler Junior College Board of Trustees or the legislature of the State of Texas.

Refund of Mandatory Tuition and Fees

(8-Week/Special Terms Only)

Students who completely withdraw or reduce their credit-hour load (remain enrolled at Tyler Junior College) by completing the proper forms with their academic advisor shall have their tuition and mandatory fees refunded according to the following:

Prior to the first official class day.....100%
After classes begin.....(see table below)

** Subject to change by the State Legislature, Coordinating Board or Board of Trustees of Tyler Junior College.*

Drops and Withdrawals

Length of Class Term in Weeks		Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2	N/A	
3	3	4	
4	4	5	
5	5	6	
6	5	7	
7	7	9	
8	8	10	
9	9	11	
10	9	12	
11	10	14	
12	12	15	
13	13	16	
14	13	17	
15	14	19	
16 or longer		15	20

Example: Three Week Course
Prior to the first official day of class.....100%
During the first through third class days.....70%
During the fourth class day.....25%
After the fourth class day 0%
Registration fees are non-refundable.

Academic Advising and Testing

The mission of Academic Advising at Tyler Junior College is to enable academic success by assisting students in selecting a degree plan compatible with their educational goals, referring to campus resources, and providing guidance toward academic self-responsibility and completion of their academic goal.

Students must meet with an Academic Advisor before attempting to register IF they: are new to TJC; have attended TJC less than one year or have less than 24 hours credit; have placement test scores indicating a need for Developmental Education coursework and non-TSI complete status; are on academic probation or suspension; have less than a 2.0 GPA; need to change their major or apply for graduation.

Academic advising for each student includes interpretation of test scores, selection of a major field of study, development of an educational plan, selection of courses, and interpretation of TJC course transferability to a university. After completing any required testing identified by the Admissions office, students are encouraged to identify a career interest area and then consult the Academic Advisor assigned to the major which most closely represents that area of interest. For more information on Academic Advising and Advisor locations go to www.tjc.edu/advising.

Students who are undecided on a major are highly encouraged to visit the Career Services office in Rogers Student Center, 2nd floor, or www.tjc.edu/careerservices for help with identifying a career goal before visiting with an Academic Advisor.

Students who need to research or apply to a transfer University, or find out when University recruiter may be on campus should visit the University Transfer Center in RSC, 2nd floor. Transfer fairs and workshops are held through the year.

Testing/Assessment

State Testing Requirements

The Texas Success Initiative (TSI*) was put in place by the Texas legislators to be followed by all public state institutes of higher education. Tyler Junior College (TJC) will determine a student's readiness for college-level coursework through a TSI Assessment which may be required of all first-time, entering students. This statute includes students involved in distance education enrolled through TJC. Under no circumstances will the results of any assessment be used as a condition of admission to TJC. (Subject to change by state or College.)

The Texas State Education Code requires that students who enter Texas public institutions of higher education may have to take a TSI Assessment prior to enrolling for courses. This includes all full-time and part-time students enrolled in a certificate or degree program. Results of the test will be used for course placement only.

TSI* Exemptions/Exceptions

The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of the Texas Administrative Code:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
   A. ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
   B. SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or
2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
3. For a period of five (5) years from the date of testing, a student who is tested and performs at or

above the following standards that cannot be raised by institutions:

A. on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
B. STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

4. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
5. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
7. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

An institution may exempt a non-degree-seeking or non-certificate-seeking student.

ESOL Waiver--An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed prior to the student attempting 15 credit hours of developmental ESOL coursework or attempting entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(l)(1) and (2) for developmental education still apply.

Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection A or B of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

TSI Pre-Assessment Activity

If a student is not exempt, he or she must pass the TSI Assessment before registering for classes. Before taking the TSI Assessment, a student must complete a TSI Pre-Assessment Activity Module. This activity requires students to answer several questions regarding the assessment process and exposes them to practice questions that will help them prepare for the actual TSI exam. At the completion of the activity, the student must print out and his or her Pre-Assessment Activity Completion Certificate. A student will not be allowed to take the TSI assessment without this certificate.

Special Accommodations

Students with documented disabilities who seek special testing accommodations for the TSI Test are advised to contact the Director of Testing Services for information. TJC students with documented disabilities who seek special accommodations for their classroom tests should contact Support Services.

**In accordance with HB 1224 TSI Placement scores are under review and subject to change.*

Credit by Examination

Tyler Junior College does not award academic credit for work taken on a non-credit basis without appropriate documentation that the non-credit course work is equivalent in student learning outcomes.

Credit will be given for acceptable advance placement scores of the College Board (AP), College-level Examination Program (CLEP-subject exams only), International Baccalaureate Program (IB), and certain specific departmental institutional tests. Students must be concurrently enrolled at Tyler Junior College and complete a full semester of academic work in the classroom setting. Upon successful completion of any Credit by Exam, a grade of CR will be awarded and will not affect the grade point average.

Tyler Junior College does not guarantee the transfer of credit awarded through Credit by Exam to other institutions; therefore, those individuals who desire to transfer credit should contact the institutions of choice for such information. Credit by Exam does not fulfill the full-time student requirement for the College and may not be used to complete semester hour requirements for scholarships at Tyler Junior College. Credit earned through Credit by Exam will apply toward the graduation requirements of Tyler Junior College.

There is a pre-administration fee in addition to the cost of each test. There is also a fee for posting credit by examination to college records. For further information about the college-level Credit by Examination Program, contact the Tyler Junior College Testing Center. For information regarding the acceptable advance placement scores for the College Board, please contact the Admissions Office.

Credit by Articulation *(formerly known as Tech Prep)*

Articulation is a process of matching high school course curriculum and teacher credentials to college workforce course curriculum and faculty credentials. Students may begin coursework toward the degree while in high school and upon satisfactory completion of these courses, they may apply for articulated college credit toward the linked technical degree or certificate. Although federal funding for Tech Prep was eliminated in 2011, Tyler Junior College continues to work with individual area school districts to articulate advanced technical courses. Please contact your high school counselor or the Admissions office for information regarding agreements with your school. Posting fee is required.

Credit by Articulation (Tech-Prep) Programs

Automotive Technology
Business Management
Child Development / Early Childhood
Criminal Justice - Law Enforcement Investigations
Emergency Medical Service Professions - Paramedic Options
Engineering Design Technology
Engineering Design Technology - Process Piping Design
Health Information Technology
Heating, Air Conditioning and Refrigeration Technology
Medical Office Management
Paralegal
Professional Tennis Management
Surgical Technology
Vision Care Technology
Visual Communications
Welding Technology

Career Services Information

Career Services provides a variety of resources and services to assist students in developing their career goals. Students are encouraged to visit Career Services in Rogers Student Center throughout their time at TJC to ensure they are on the path to career success.

Resources and support are available through Career Services include:

- Individual career counseling
- Guidance for students who are undecided or unsure about their college major or future occupations
- Computer-based career assessments
- Résumé and cover letter development and writing
- Mock interviews
- Career Fairs
- Job Assistance Strategies
- Apache Jobs online job board
- Local wage and employment data
- Resource Room with career-related books and brochures
- Workshops and presentations over a variety of career development topics

Career Services is open 8 a.m. - 5 p.m., Monday - Friday. Students are encouraged to schedule an appointment by calling 903-510-2334. For more information, visit the Tyler Junior College Career Services office at Rogers Student Center or online at www.tjc.edu/careerservices.

What We Expect

Responsibility for Admission Requirements

Students are responsible for meeting all admission requirements, including furnishing the necessary transcripts of prior college work. Failure to meet all requirements within a reasonable period of time after registration may cause them to be dropped from all work for which they have been enrolled. Tyler Junior College reserves the right to refuse admission or readmission to any applicant who does not comply with admissions procedures or where evidence exists that the applicant probably would be incompatible with the aims and objectives of the College or where, in the judgment of the College, the applicant's presence on campus would not be in the best interest of the applicant or the College. An applicant who has a record of numerous arrests for violations of the law, or whose conduct consistently has demonstrated anti-social behavior, can be accepted only if the College is fully satisfied that his/her admission will be in the best interest of both the applicant and the College. Any person who does not agree with the above policy has the right of due process.

Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes.* Excessive unexcused absences or an inability to successfully complete the course may result in the professor dropping the student with a "F." See drop/withdrawal course by professor in this catalog regarding professor initiated withdrawals.

Student Absences on Religious Holy Days

A student may be excused from classes for a religious holy day provided the student notifies in writing each professor of each class that he/she will miss for a religious holy day prior to the holiday. Each student is responsible for work to be made up.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under SECTION 11.20, TAX CODE.

Student Absence Responsibility

Students who will be absent from class due to their participation in a TJC sponsored or approved activity are responsible for informing their professors prior to their absence in the form of a written notification prepared and signed by an instructional dean.

Students are responsible for arranging to make-up any course work missed due to absences for any reason. A student who is absent due to an official religious observance or a TJC sponsored or approved activity, and who has appropriately informed the professor prior to the event, is entitled to make up missed course work. In other cases, the professor will determine whether a student will be allowed to complete makeup work and the time and nature of the makeup work.

Date of Last Attendance

Date of last attendance, as defined by Tyler Junior College according to the Code of Federal Regulations, Title 34, Part 668.22, includes but is not limited to:

1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students
2. Submitting an academic assignment
3. Taking an exam, an interactive tutorial, or computer-assisted instruction
4. Attending a study group that is assigned by the institution
5. Participating in (contributing to) an online discussion about academic matters
6. Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Attendance does not include activities where a student may be present, but not academically engaged, such as:

1. Living in institutional housing
2. Participating in the institution's meal plan
3. Logging into an online class without active participation
4. Participating in academic counseling or advisement

A determination of "academic attendance" or "attendance at an academically-related activity" must be made by the institution; a student's certification of attendance that is not supported by institutional documentation is not acceptable.

** Special admission programs may have additional requirements for attendance/withdrawal. Please consult with the department chair for specifics.*

Acceptable Forms of Identification

Prospective or former students requiring services from Tyler Junior College must present a valid form of ID with an identifiable photo. An individual must present one of the following options to the office they are requesting services from:

- Texas driver license (DL) or identification certificate (ID)
- Temporary receipt for a Texas DL or ID
- DL or ID issued by another U.S. state, U.S. territory, the District of Columbia, or Canadian province
- U.S. Passport book or Passport Card

- U.S. Citizenship Certificate or Certificate of Naturalization
- U.S. Citizen Identification Card
- Permanent Resident Card
- Foreign Passport, Visa
- U.S. Military ID card for active duty, reserve, or retired personnel
- Current Student ID from any College/University or High School
- Identification Letter "School or Notarized identification Letter for Individuals without photo ID" for High School students that do not have DL or Student ID. This form is available at the TJC Testing Center.

Current students requiring services from Tyler Junior College must present a valid form of ID with an identifiable photo. An individual must present one of the following options to the office they are requesting services from:

- Current student ID
- Texas Driver License or identification certificate
- Temporary receipt for a Texas DL or ID

Note: Additional information may be required for transactions involving the following areas: Higher One, Testing, Cashier's office.

Classification, Load and Numbering

Student Classification

The student's classification is based on cumulative college semester hours passed (not counting hours currently enrolled). A student is classified as follows:

Freshman Student who has 0–29 semester credit hours

Sophomore Student who has 30–60 semester credit hours

Unclassified Student who has 60 or more semester credit hours

Part-time Student enrolled in fewer than 12 semester hours in a long semester or fewer than 6 hours in a summer term

Full-time Student who is enrolled in a minimum of 12 semester hours in a long semester or 6 semester hours in a summer term

Student Load

A student may enroll in one or more courses. The minimum credit hour load to be considered a full-time student is 12 semester hours during a fall or spring semester or six semester hours during a regular summer session. Students desiring to take more than 20 hours per semester are required to present an outstanding record on courses already completed and obtain the permission of their instructional dean for the overload. The combined summer and Maymester load may not exceed 15 semester hours. Sophomore status is attained by the completion of 30 semester hours.

Course Numbering

One semester hour represents one class hour per week for 16 weeks; for example, one course meeting three hours a week for 16 weeks carries credit of three semester hours.

Courses designated as developmental will not count as elective or degree credit toward any degree. Courses in this Catalog which are developmental have four-digit numbers; the first number is a "0".

Tyler Junior College has joined the Texas Common Course Numbering System Consortium approved by the Texas Association of Collegiate Registrars and Admissions Officers and the Texas Higher Education Coordinating Board. This numbering system was developed for the purpose of facilitating the transfer of general academic courses.

The four-letter prefix will be used to identify subject areas. The four-digit numbers will be used as follows:

- First digit—to identify level (0= developmental, 1= freshman, 2= sophomore)
- Second digit—to identify credit-hour value
- Third and fourth digits—to establish course sequence

All descriptive titles of courses are followed by two numbers in parentheses. The first of these numbers gives the number of lecture hours each week; while the second number gives the number of laboratory hours each week. For example, the notation (3–2) indicates that a course has three hours of lecture and two hours of laboratory weekly.

Drop/Withdrawal

Drop/Withdrawal from a Course(s)

Professor Initiated

Faculty may drop students from a course(s) with a grade of "F" if the student has unexcused absences totaling 10% or more of the total contact hours for the course and, if in the judgment of the professor, the student cannot complete the course successfully.

A professor seeking to drop a student from a course(s) for disciplinary reasons should follow the Faculty Procedure for Reporting Student Misconduct detailed in the Faculty Handbook, or visit the Student Judicial Programs website at www.tjc.edu/sjp.

Student Initiated*

A student may initiate a drop from a course(s) or withdrawal from the College for any reason **if the student has not been dropped from the course(s) for unexcused absences**. A student wishing to drop a course(s) or withdraw from the College must complete the Tyler Junior College Class Change Form. It is recommended that the form be signed by the professor or the appropriate department chair. Students should be aware that dropping a course may affect scholarships and/or financial aid. In some cases, the student may have to pay money back. Contact Financial Aid to see how a drop may affect your aid status.

Forms are available in the Advising Office, Dean's Office, and Registrar's Office. The student will receive a grade of "W" for a course if a College Class Change Form

is submitted to the Registrar's Office by 5 p.m. the last day of the 14th week of classes during a 16-week semester, the 10th week of a 12-week session, the 7th week of an 8-week session, or on the 15th day of any summer session.

Students should consult the Registrar's Office for drop/withdrawal dates during special sessions. Students will receive a failing grade (F) if they have not met minimum course requirements for a passing grade and have not been dropped/withdrawn from a course(s) by the above deadlines.

Maximum Number of Courses Dropped (SB 1231)

Beginning with the Fall 2007 semester, and applying to students who enroll in higher education for the first time during the Fall 2007 semester or any term thereafter, a Texas institution of higher education may not permit an undergraduate student to drop a total of more than six courses in an academic career unless specific, State-allowed exceptions deemed to have "good cause" apply. This law affects only those students whose first time in college was on or after Fall 2007. Inquiries concerning "good cause" exceptions to this law for students of Tyler Junior College may be made to the Registrar.

Reinstatements

A reinstatement after being withdrawn from a course or school semester must be initiated by the student. The final decision of approval for the reinstatement request will be made by the Registrar and the Provost. The reinstatement request must be initiated prior to the official state reporting date for each semester and any request submitted after that date will not be considered.

** For additional information, see Student Handbook.*

Academic Standing

Academic Standing

When a student's cumulative Tyler Junior College academic record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on academic probation. Students who choose to transfer to TJC on academic probation from a previous institution will be evaluated on the same criteria as TJC students.

Academic status levels are defined as follows:

Good Standing—Students are considered to be in good standing when they maintain a cumulative TJC grade-point average (GPA) of 2.0 or higher.

Academic Probation—A student who fails to maintain a cumulative TJC GPA of 2.0 or higher is placed on academic probation. The student may continue to enroll while on probation but is limited to no more than 13 semester hours without prior approval.

Suspension—Students on academic probation who do not earn a semester GPA of 2.0 or higher in the next semester of enrollment will be placed on academic suspension. Students on academic suspension must enroll and have successful completion of RISE 0300 upon return to the institution. Students may not be eligible for enrollment at TJC for the period listed below based on their academic standing. Students who wish to appeal this period must make petition to the Admissions Appeals Committee three weeks prior to the start of the semester in which you plan to enroll.

First Academic Suspension: one regular semester or one full summer (intersession, Summer I and II)

Second Academic Suspension: one academic year. Petitions for readmission to the College following the first and second suspensions may be obtained from the Academic Advising office and returned to the Admissions office. The completed petition will be reviewed by the Admissions Appeals Committee to consider the student for continued enrollment. It is recommended that the student complete the petition at least 3 weeks prior to the beginning of the semester in which they plan to enroll.

Third Academic Suspension: If a student is placed on academic suspension a third time, he/she may not enroll indefinitely. One academic year must pass from the time of suspension before a request of readmission can be submitted to the Admissions Appeals Committee.

Academic Integrity

As a premier learning-centered higher education institution, Tyler Junior College is committed to academic integrity and standards of excellence of the highest quality in all courses and programs and to providing an environment that fosters the educational process and the well-being of the campus community. In accordance with the Apache Creed, students attending Tyler Junior College are responsible for adhering to this principle. Academic Integrity violations resulting in probation or dismissal from a program follow the Academic Grievance policy (FLD). A list of violations is included in the Student Code of Conduct found in the Student Handbook.

Grades

Grade Forgiveness Policy

Students may only repeat a course for credit and apply grade forgiveness to the course for which they received a grade of D or F. The course must be taken at Tyler Junior College. Students have two attempts to improve the grade in the course. Credit will be given for only one of the attempts. If a student repeats a course and receives a higher grade, the semester credit hours from the original grade of D or F are excluded from the student's grade point average. Only the semester credit hours from the highest grade will be used in calculating the grade point average. Major topic courses which are required to repeat for certain majors are exempt from this policy. Students who are not successful after the third attempt will no longer be able to complete the course through Tyler Junior College. If the student earns the same grade or a lower grade, then the repeated course

grade is not used in computing the grade point average. The repeated course is marked as excluded on the student's official record in earned hours. Receipt of a higher grade in a subsequent semester does not alter the student's academic standing in the semester when the original grades were earned. All course attempts are recorded on the student's permanent record/transcript.

Grades and Reports

The standing of the student in each course is determined by class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Final grades for each class are posted on Apache Access, the TJC Web portal for students. Grades are not mailed. To check grades, students log in to Apache Access at https://myapacheaccess.tjc.edu/cp/home/displaylogin.

Challenge of a final course grade must be completed within the first thirty (30) days of the next long semester and must follow the procedures to challenge a grade outlined in the "Academic Grievance Procedures" in the Student Handbook. Any grade that is not challenged within the specified time frame is not subject to appeal and will remain as recorded.

Midterm Grades

Midterm course grades are posted on the College's Web Portal, Apache Access, at the mid-way point of the respective semester (Fall, Spring, and Summer). These grades are not recorded on the student's permanent record or transcript, but are intended to serve as an advisory grade to update the student and for assistance and intervention by the College. Only the final course grade, also posted on Apache Access, will appear on the students' academic transcript.

While it is the responsibility of the student to check for midterm grades, faculty can assist by announcing to their classes that these have been posted. It is also probable that College staff may contact students during this time to provide guidance and suggested resources.

It is important to note that because the College has provided a Web Portal, Apache Access, mid-term course grades and final course grades are not mailed. In addition, Midterm course grades are not posted for MayMesters or for Winter Term sessions.

Academic Fresh Start

Senate Bill 1321 entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment.

For admission requirements, students must list all previous colleges attended. Students who wish to apply for "Academic Fresh Start" must complete forms in the Admissions office. When students apply for "Academic Fresh Start," all credit 10 or more years old will not be used for admission.

Grading System

A— 4 grade points per semester hour, an EXCELLENT performance

B— 3 grade points per semester hour, a GOOD performance

C— 2 grade points per semester hour, a FAIR performance*

D— 1 grade point per semester hour, a POOR performance, but a passing grade

F— 0 grade points per semester hour, a FAILING grade

I— 0 grade points, INCOMPLETE due to illness, unavoidable circumstances, or medical necessity must be completed within 30 days after the beginning of the following semester, or grade will be F

W— 0 grade points, WITHDRAWN from course without failing, prior to the drop deadline. Drop deadlines are posted in the academic calendar for long semesters, 8-week, 12-week and summer terms.

CR— Credit by Examination or Advanced Placement; Credit by Articulation Agreement

WL— Means a "good cause drop."

The Developmental Education Grading scale is as follows:

AD-- Satisfied course requirements at the "A" level
BD-- Satisfied course requirements at the "B" level
CD-- Satisfied course requirements at the "C" level
DD-- Satisfied course requirements at the "D" level
FD-- Failed course and repeat at same level

President's List

To promote high standards of scholarship, the College has established the President's List, which is published at the end of each semester. To qualify for the President's List, a student must have a 4.0 grade point average (all "A's") for that semester, with a minimum of 12 hours of college-level courses (1000 or above) taken from Tyler Junior College (not including correspondence, transfer or Virtual College of Texas courses). Questions regarding discrepancies of GPA are to be made through the Office of the Registrar.

Dean's List

To promote high standards of scholarship, the College has established the Dean's List, which is published at the end of each semester. To qualify for the Dean's List, a student must have a 3.3 grade point average with a minimum of 12 hours of college-level courses (1000 or above) for that semester, taken from Tyler Junior College (not including correspondence, transfer or Virtual College of Texas courses). Students cannot have "D's", "F's", or "I's" in college-level or developmental courses. Questions regarding discrepancies of GPA are to be made through the Office of the Registrar.

Graduating with Honors

To graduate with honors, a student must complete all

required courses of his/her appropriate degree. Grade point average is based on all accumulated coursework of college-level courses (1000 or above) attempted.

Summa Cum Laude (Highest Honors)—
4.0 grade point average

Magna Cum Laude (High Honors)—
3.6 grade point average

Cum Laude (Honors)—
3.3 grade point average

Transferring Credits

Transfer Credit

All credits taken at a college or university will be evaluated for credit toward a degree at Tyler Junior College. Consideration will be given for comparability of course work and applicability of that course work to a Tyler Junior College degree or certificate program. Credit will be transferred if:

1. An official transcript is received before the end of the student's first academic semester of enrollment.
2. Credit for courses in which a passing grade ("C" or better) has been earned may be transferred to TJC from colleges and universities.
3. The College will consider course work completed at colleges and universities outside the U.S. on an individual basis.
4. To complete the transcript evaluation process, the student may be required to document course learning outcomes from previous institutions.

Transfer Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the THECB General Academic Course Guide Manual, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

Instructions for Completing the "Transfer Dispute Resolution" Form

Rules and Regulations of The Texas Higher Education Coordinating Board, Chapter 5, Subchapter S 5.393

a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
    1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
    2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
    3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

c. All public institutions of higher education shall publish the procedures described in subsections (a) and (b) of this section in their undergraduate course catalogs.

d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.078(e) of the Education Code.

e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Reverse Transfer Graduation

Students who have completed 25 percent of a degree program at Tyler Junior College may transfer course work back from a college or university credits to complete their degree requirements. These students must furnish Tyler Junior College with official transcript(s), for review, from the college or university they have attended. Transcripts will be reviewed to assure that course outcomes are comparable to those courses at TJC for which the student is seeking credit.

Records

Records and Transcripts

Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, Tyler Junior College will not release personally identifiable data from student records to other than a specified list of exceptions without a written

consent of the student. A release of information to parents requires a student's written consent if there is no proof of dependency on file.

In compliance with the Family Educational Rights and Privacy Act of 1974 (PL-93-380), as amended, the following information is provided concerning student records maintained by Tyler Junior College; and upon request, this act is available for review in the Registrar's office:

Area in which student records are maintained:

1. Academic records: Registrar's office, Continuing Education office and faculty offices
2. Placement and testing records: Registrar's office and Testing Center
3. Financial records: Business Services office and Financial Aid office
4. Medical records: ETMC Campus Clinic

Records Retention

Records submitted to Tyler Junior College such as official transcripts and test scores, without official admission to the College will be retained for 1 academic year. Upon the conclusion of the academic year all information will be destroyed. Students who apply to Tyler Junior College and do not enroll within 1 academic year of acceptance must make re-application to the College and submit all official records.

Review of Record

Any student has the right to inspect and review the content of his/her records, to obtain copies at the student's own expense, to receive explanations or interpretations of the records and to request a hearing to challenge the content. Access to the records may be requested on a form available from the official in charge of the particular record.

Challenging of a grade must occur within the first thirty days of the long semester immediately following awarding of the grade.

Informal Review: Follow the procedure as outlined for review of record. An official will summarize action taken on a review request form. This should be signed and dated by the review official and maintained with the student's records.

Formal Review: If the informal review does not clarify the question of accuracy of record-keeping, the student may request a formal review. The Academic Appeals Committee will hear challenges concerning these records.

Parental Notification Policy in Higher Education

The Higher Education Reauthorization Act of 1998 amended FERPA (Family Education Right to Privacy Act) to permit a college, without the student's consent, to disclose to parents or legal guardians of students under age 21 information regarding:

- Any criminal or school policy violation involving alcohol or drugs
- The final results of disciplinary proceedings against a student charged and found responsible for a violent crime as identified in the Student Handbook.

In addition, colleges are allowed to disclose to federal law enforcement officials and parents of dependent students education records without the student's consent. Thus, within the structure of this policy, Tyler Junior College reserves the right to implement all parts of the policy applicable by law.

Family Educational Rights and Privacy Act (Directory Information)

In compliance with the Family Educational Rights and Privacy Act of 1976 (FERPA), Tyler Junior College protects the personally identifiable information of students. In accordance with the act (PL 93-380, section 513), as amended, and (PL 93-568, section 2), information classified as "Directory Information" may be released to the general public without the consent of the student.

Tyler Junior College hereby designates the following student information as public or "Directory Information": Name and address, Major field of study at TJC, Dates of attendance, Most recent previous educational institution attended, Classification, Degrees, certifications and awards received, Date of graduation, E-mail address, Photographs, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Enrollment status (e.g., undergraduate or graduate; full-time or part-time).

A student may request that the above directory information be withheld from the public by making written request to the Registrar's office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information may be released upon inquiry at the discretion of the institution. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Tyler Junior College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

The Family Educational Rights and Privacy Act also provides that in addition to Tyler Junior College employees having a ''legitimate educational interest,'' certain other governmental, quasi-governmental agencies and parents certifying that a student is carried as a dependent for federal income tax purposes may have access to student records. Parents may certify by completing a form and attaching a photocopy of their federal income tax form each filing year. For more information, contact the Registrar's office.

Written Proof of Dependency

Under the Family Educational Rights and Privacy Act (FERPA), Tyler Junior College is permitted to disclose information from a student's education records to the parent(s), if the parent(s) claim the student as a dependent for federal tax purposes. A statement of dependency must be on file with the Registrar's office showing consent of the student and proof of dependency for the parent. Parental

disclosure is limited to the items released by the student to the parent.

Informed Consent

Student records will be examined by Tyler Junior College and authorized subcontractors in the process of compiling reports required by state agencies, the federal government and accrediting bodies and in conducting research for the purpose of program planning, management and evaluation. Data in all reports and research findings are aggregated to the program, special populations or institutional level. No personally identifiable information will be published nor will reports and studies be formatted in any way to permit disaggregation to the individual level by Tyler Junior College or its authorized subcontractors. Unless a student notified Tyler Junior College in writing of a desire to prevent examination of his/her record, the student's signature on the admissions application and/or readmit form shall be construed as consent to administrative and research uses of his/her records under the protections named above. No person will be denied service because he/she asks that his/her records be excluded from the process of compiling reports and conducting administrative research.

Change of Name or Address

Name Changes

Note: Changes to nicknames, reversing legal first and middle names, replacing middle with maiden name, etc, cannot be allowed. We must keep your correct legal name in the file in order to keep accurate records for you. Any name change request other than by change in marital status must be accompanied by a signed court order.

In order to change your name or make a name correction, you will need to come in person to the Registrar's Office. You will need to bring a valid Driver's License or US Passport reflecting the current name along with the following documents:

- Original Marriage License (from the county, not a church)
- Divorce Decree
- Original Birth Certificate (must be United States)
- Original Certificate of Naturalization

Change of Address

In order to change or correct your MAILING ADDRESS, the following information must be provided for a change of address:

- Via visiting the Registrar's Office in the White Administrative Service Center, please bring your:
  - Tyler Junior College Student ID
  - Valid Driver's License
- Via Email/Fax:
  - Current students must email from their TJC student email account to registrars@tjc.edu. You must include your Student ID number, old address, new address, date of birth, and effective date of change in the email.
  - If former student and cannot access your TJC email account, then please fax a copy of your current driver's license with appropriate new address, old address, and effective date of change to 903-510-2634.

In order to change PERMANENT RESIDENCE ADDRESS, you will need to provide the Admission's Office with the following documentation along with the residency change status form:

- Drivers License with current permanent address
- Tax Documentation showing tax independence (if under 25 years of age)
  - Your 1040 tax form showing financial independence
  - Your parent's 1040 tax form showing they do not claim you
- Lease Agreement or proof of home ownership showing you have been living in the TJC taxing district for AT LEAST 12 consecutive months prior to enrollment.
- Application for Reclassification forms found in the Admissions Office.

Please note your residence is based upon the person who claims you on their taxes.

For questions, please call the Registrar's office at 903-510-2401.

Student Rights Information

Information not found in this Catalog regarding Tyler Junior College may be found in the Center for Student Life & Involvement office (CSLI) in Rogers Student Center, Suite 235.

Student Rights Handbooks

Tyler Junior College, in compliance with the Student Right-To-Know Act, makes available to any enrolled or prospective student its completion or graduation rate. This information is available upon request in the Office of the Vice President for Student Affairs.

Drug-Free Campus Statement and Zero Tolerance Policy

Tyler Junior College is in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 which requires that a clear statement regarding the consequences of drug use and abuse, along with information about sources of available assistance, be made available to every student and employee. The Student Handbook contains a clear policy on zero tolerance and detailed information about emotional, medical and legal consequences of drug use and abuse. Relatedly, zero tolerance means any student found responsible for on-campus use, possession or distribution of controlled substances will receive legal and college disciplinary action which could result in suspension or expulsion from the College. Additional information regarding this policy or programs for students with substance abuse problems is available in the Student Handbook.

Tyler Junior College Equal Opportunity Compliance

Tyler Junior College is a comprehensive community college offering core curriculum courses designed for transfer to upper-level colleges and universities as well as workforce programs designed to prepare graduates for immediate entry into the career field of their choice.

An open enrollment institution, TJC provides open access to quality education to individuals with a high school diploma or GED. State-authorized placement testing, such as the Texas Higher Education Assessment or an approved alternative exam, are required for most academic majors.

Tyler Junior College gives equal consideration to all applicants for employment, admission and participation in its programs and activities without regard to race, color, national origin, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, disability veteran's status, limited English proficiency, or any other basis prohibited by law.

The College will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all academic and vocational/technical programs.

Complaints may be addressed according to the contact information provided below.

Section 504 Coordinator

The District designates the following person to coordinate its efforts to comply with the Section 504 of the Vocational Rehabilitation Act of 1973:

Executive Director of Human Resources
White Administrative Services Center
P. O. Box 9020; Tyler, Texas 75711
Telephone: 903–510–2419

Title IX Coordinator

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Executive Director of Human Resources
White Administrative Services Center
P. O. Box 9020; Tyler, Texas 75711
Telephone: 903–510–2419

Americans with Disabilities Act Coordinator

The District designates the following person to coordinate its efforts to comply with the Disabilities Act of 1990:

Executive Director of Human Resources
White Administrative Services Center
P. O. Box 9020; Tyler, Texas 75711
Telephone: 903–510–2419

How We Help You

Financial Aid

Steps for Financial Aid Processing Each Year

1. Complete a Free Application for Federal Student Aid. List Tyler Junior College as the school you plan to attend. (Title IV School Code 003648)
2. Student will receive a Student Aid Report (SAR) in approximately one to three days.
3. Complete the Apache Access "First Step in TJC Financial Aid" process as instructed on your FAFSA response email, which you will receive once TJC downloads your FAFSA.
4. Turn in any documents requested by the Tyler Junior College financial aid office as indicated by a yellow box on Apache Access.
5. Transfer Students: Students who have attended other schools will be required to furnish an official transcript from the previous college, trade or technical school to the Admissions office. You must also add TJC's Title IV school code listed above to your FAFSA if you have not already included it. The date that this FAFSA is processed is considered your FAFSA application date for TJC.

Deadline

Financial aid, for students who complete financial aid requirements by June 1, will be available for the Fall semester. Students who complete them after June 1 will be processed as soon as possible, and these students will be responsible for paying their college costs out-of-pocket. The Spring semester deadline to complete requirements for new financial aid applicants is December 1. Financial aid cannot be awarded until all financial aid requirements are complete.

Financial Aid Offered

Tyler Junior College participates in the following federal programs:

- Federal Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- College Work-Study (FWS) (not offered in Summer terms)
- Federal Direct Loan Program

Tyler Junior College participates in the following state programs:

- Texas Public Educational Grant (TPEG)
- Texas Educational Opportunity Grant
- Texas Work-Study

Financial Aid Particulars

- Student may apply for financial aid before being admitted to Tyler Junior College. However, the awarding of aid is contingent upon acceptance for admission. Funding not used to pay tuition and fees, books, or room and board charges will be refunded to the student within 45 days after classes begin.
- Students and/or parents may also be required to submit a copy of their most recent federal income tax return transcript and/or W2(s). Any applicant who meets the Department of Education's definition of an independent student **will** be considered self-supporting.
- **Course Load Requirements**—For eligibility in Federal Programs (Pell Grant, SEOG, College Work-Study and Direct Loans) students must maintain enrollment in a degree or certificate program. Students who attend Tyler Junior College only in the summer session may not be eligible for financial aid. Contact the Financial Aid office for details.
- Students may receive financial aid from only one **institution per semester** per federal regulations. Contact the Office of Financial Aid for detailed information about any program and deadlines for applying.

Grants

Federal Pell Grant

The Pell Grant program is a federally funded program designed to provide eligible students with a "foundation" of financial aid to assist with the costs of attending college. To be considered for a Pell Grant, a student must be an undergraduate, not have received a bachelor's degree, and complete a Free Application for Federal Student Aid (FAFSA) annually, have received a high school diploma recognized by the student's home state or a GED, and be deemed eligible by the Department of Education, based on their income. A student must be making satisfactory academic progress toward his/her educational goal. Pell Grant students enrolled in less than 6 hours are funded at less than ½-time status, 6–8 hours will be funded at ½-time status, 9–11 hours at ¾-time status, and 12 or more hours at full-time status.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program provides assistance for eligible undergraduate students who show exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled in at least six credit hours. Priority is given to students with the greatest unmet financial need. Funding is limited.

Texas Public Educational Grant (TPEG)

The TPEG program is a state financial aid program to assist students enrolled at state supported colleges. This

grant is available to students enrolled in at least six credit hours. Funding is limited. Certain EFC (from FAFSA) requirements must be met. Check with the Office of Financial Aid for details.

TEOG

The TEOG grant program provides assistance for eligible undergraduate students who meet all of the eligibility requirements. Students must meet satisfactory academic progress requirements and be enrolled in at least six hours. Funding is limited. Certain EFC (from FAFSA) requirements must be met. Check with the Office of Financial Aid for details.

Loans

Federal Direct Loans

Federal Direct Student Loans from the Department of Education will be offered to students in their award package. Students must accept the award in order to receive the loan funding for the year. The 2014-15 interest rate on Direct Student Loans was 3.66 percent for the Federal Direct Subsidized Loans and Federal Direct Unsubsidized Loans. Repayment on Federal Direct Student Loans begins six months after the student is no longer enrolled on at least a half-time basis. There is a $50 minimum monthly repayment and a maximum ten-year repayment period for these loans. In accordance with federal guidelines, all students must perform an entrance loan counseling interview in addition to completing the online master promissory note. Additionally, students are also required to complete an exit loan counseling session prior to graduating or exiting the institution. Both entrance and exit interviews can be completed online at www.studentloans.gov. Contact the Office of Financial Aid for further information.

Federal Direct PLUS Loans for Parents of Students

Parents of a dependent undergraduate student may borrow funds under this loan program on behalf of the student. Parents can borrow up to the cost of education minus other financial aid the student receives. Parents must have a good credit history to qualify. The interest rate for the 2014-15 PLUS was a fixed interest rate of 7.21%. Payments begin within sixty (60) days from the date of full disbursement, with a $50 minimum payment per month. Parents must submit a Parent PLUS Application completed at www.studentloans.gov.

Bridge Loans (subject to availability)

Tyler Junior College has established a limited Bridge Loan program to meet emergency needs of students who qualify for financial aid but have not been awarded yet. Loans are limited to the amount of tuition and fees and bear no interest. Students must have completed all financial aid requirements. Contact the Office of Financial Aid for more information. Bridge Loans are not available until late July for the Fall semester and early December for the Spring semester. In general, Bridge Loans are not offered for the summer terms. Failure to pay or get a bridge loan on or before the due date will result in your complete schedule being dropped for non-payment.

Bridge Loans are due and payable in full on or before the established due date each term. Any type of credit from financial aid, scholarships or other sources applied to the account prior to the due date for this loan will be used toward repayment of the loan. Students are responsible for paying any tuition, fees, room, board, or loans by appropriate due dates.

Once this loan has been granted and applied to the account, the student is responsible for payment of the loan by the due date unless a complete withdrawal form is completed and processed by the Registrar's office prior to the first day of class.

Please note that unpaid loans will:

1) PROHIBIT ANY FUTURE REGISTRATION AT TYLER JUNIOR COLLEGE,
2) CAUSE ACADEMIC TRANSCRIPTS TO BE WITHHELD FROM RELEASE,
3) BE TURNED OVER TO AN AGENCY FOR COLLECTION, and
4) RESULT IN A FEE OF $30 BEING ADDED TO MY DEBT.
5) In addition fees, including cost of collection, will be charged to your account.

Outstanding loans are turned over to an agency for collection. Students who receive a tuition loan from TJC and who do not repay the loan by the due date are not eligible for future funds from Tyler Junior College.

Satisfactory Academic Progress Requirement

Students who receive financial aid are required to make measurable progress toward the completion of their course of study. For a detailed description of the requirements contact the Office of Financial Aid or see the Financial Aid Handbook (online).

All inquiries regarding financial aid should be addressed to:

Tyler Junior College
Attn: Financial Aid
P. O. Box 9020
Tyler, TX 75711–9020

Employment

College Work-Study (CWS)

The College Work-Study program provides part-time employment for students with financial need and who want to earn part of their educational expenses while they are going to school. Total earnings are determined by financial need and time available to work. Students must apply (through the Office of Human Resources) each year for College Work-Study. Students must be enrolled at least half-time and maintain a 2.0 total GPA.

Student Assistants' Employment Program

Part-time employment for students who do not have financial need is available on campus. A candidate for student assistant employment must be age 18 or older, have a high school diploma or GED, be a currently-enrolled student of the College and maintain a 1/2 load student status (6 hours fall and spring semester; 3 hours per summer session) and must not hold an associate or higher degree. Apply in the Human Resources office or online at https://employment.tjc.edu/applicants/jsp/shared/Welcome_css.jsp.

Off-Campus Employment

For those seeking off-campus employment, please contact Career Services for assistance with Apache Jobs, an on-line job database of part-time and full-time employment opportunities in the Tyler community.

Assistive and Rehabilitation Program

The Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information contact: Division for Rehabilitation Services, Tyler District Office; 3800 Paluxy, Suite 325; Tyler, Texas 75703; 903–534–2070.

Bureau of Indian Affairs

The Bureau of Indian Affairs offers educational benefits to American Indian students. Interested students should contact the regional Bureau of Indian Affairs Office regarding eligibility: Bureau of Indian Affairs; P.O. Box 368; Anadarko, OK 73005; 405–247–6673.

Tuition Exemption Program

In addition to the scholarships, grants, loans and employment opportunities already mentioned, the State of Texas offers a number of exemptions from tuition and fee charges. Tuition exemptions may not be used to pay prior enrollment charges. Eligible Exemptions and Waivers are as follows:

Tuition Exemptions

1. Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition.
2. Exemption of highest ranking graduate of accredited high schools from payment of tuition for two semesters.
3. Exemption of deaf or blind students from payment of tuition and fees.
4. Exemption of children of disabled Firemen, children of disabled Peace Officers, children of disabled employees of the Texas Department of Corrections and children of disabled Game Wardens from payment of tuition and fees.
5. Exemption of tuition and lab fees for Firemen enrolled in Fire Science courses and Peace Officers enrolled in Criminal Justice courses. (Letter required from employer each semester enrolled. Courses must be in fire protection/criminal justice program respectively to qualify)
6. Exemption of tuition for children of prisoners of war or persons missing in action.
7. Exemption for disabled Peace Officers. (With proper documentation: Letter from the agency employed with at time of disability.)
8. Exemption of tuition and fees for children in foster or other residential care.
9. Exemption from payment of tuition only, up to $500 for Clinical Preceptors and their children. An application must be submitted each semester this exemption is used.

For more information about tuition exemptions and waivers, visit The Texas Higher Education Coordinating Board website "College for Texans" at http://www.collegeforalltexans.com/.

Tuition Waiver Codes

1. Application of resident rather than non-resident tuition to military personnel and dependents.
2. Application of resident rather than non-resident tuition to teachers and professors of Texas state institutions of higher education, their spouse and children.
3. Application of resident rather than non-resident tuition to a teaching or research assistant, provided student is employed at least one-half time in a position which relates to his/her degree.
4. Application of resident rather than non-resident tuition to a non-resident holding a Competitive Academic Scholarship of at least $1,000 for the academic year or summer for which he/she is enrolled.
5. (54.062) Payment of lowered tuition rate due to concurrent enrollment in more than one public institution of higher education in Texas. Student must register at Tyler Junior College first in less than three semester hours.
6. Application of resident rather than non-resident tuition for a Mexican national attending a General Academic Teaching Institution who shows financial need.
7. Application of resident rather than non-resident tuition for Mexican national attending a public institution of higher education in Texas as a part of the state's student exchange program.
8. Application of resident rather than non-resident tuition for an individual or a member of his family located in Texas as an employee of a business or organization that became established in this state as a part of the program of state economic development and diversification.
9. Application of resident rather than non-resident tuition for an individual who is a non-resident alien,

who otherwise meets residency requirements, who is living in the United States or on a visa which the U.S. Department of Justice has determined will allow the holder to establish a domicile in the United States. (As of the printing of this publication, only individuals having visa classifications of A-1, A-2, G-1, G-3, G-4 and K and those classified by the Immigration and Naturalization Service as Refugees and Asylees are eligible.)

10. Competitive Academic Scholarship Recipients. Certain students receiving competitive academic scholarships may be exempted from paying non-resident tuition rates. (See Rules and Regulations Residence Status published by Texas Higher Education Coordinating Board).

All of the above categories are subject to change by the legislature of the State of Texas. Effective Fall 2014, Senate Bill 1210 (83rd Texas Legislature, Regular Session) adds a grade point average requirement for persons to receive continuation awards through exemption programs. The Bill also establishes a limit to the total number of hours, cumulative, that a student may take and continue to receive awards through these exemption programs.

$1,000.00 Tuition Rebate

Available during their senior year of college, $1,000.00 tuition rebates are available for students who enrolled in a Texas public institution of higher education beginning the fall of 1997, or thereafter, and complete a baccalaureate degree. Students must be Texas residents and complete all of their coursework in Texas public institutions of higher education and must have paid resident tuition at all times. They must have attempted no more than three hours over the minimum number of semester hours required to complete a baccalaureate degree. This degree must be completed under the institutional catalog from which the student is eligible to graduate.

Veteran Services

Tyler Junior College is approved for Veterans training. Consult the College Veterans Coordinator located in the Admissions Office for information and assistance. The student may apply for Veterans Benefits on line at www.gibill.va.gov or visit the online Veterans page at www.tjc.edu/veterans.

Hazlewood

Veterans who are receiving Federal VA Educational benefits as well as Veterans who have exhausted their Federal VA Educational benefits may be eligible to receive benefits under the Texas Hazlewood Act. Veterans qualifying for the Hazlewood benefits "may be" exempt from Tuition and Related Fees.

Requirements:

1. Be resident of Texas when they entered the military or
2. Designated Texas as their Home of Record or
3. Have entered the military from Texas and
4. Have an Honorable Discharge or General under Honorable Conditions
5. Have "more than 181 days" of active duty, excluding Training
6. Is not in default on an education loan made or guaranteed by the State of Texas and is not in default on a Federal Loan

Hazlewood benefits for Veterans, Spouses and Dependents have recently changed.

For more information, contact the Veterans Coordinator in the Admissions Office located in the White Administrative Services Center.

Scholarships

Scholarships may be funded through various annual gifts or endowments established through the Tyler Junior College Foundation. For information concerning the establishment of new scholarships, please contact the Tyler Junior College Foundation at www.tjc.edu/foundation.

Annual and endowed scholarships are available to those who qualify. The amount and number of these awards will vary each year depending on funding levels. Generally, to receive consideration for scholarships, applicants must be planning to enroll in a minimum of 12 semester credit hours each semester (fall and spring) or be accepted into a health professions program. Scholarships are not available during the summer or winter sessions. Some scholarships are need-based and require completion of the Free Application for Federal Student Aid (FAFSA). In all instances where the student's need is met with federal or state funds, any scholarship awarded may be adjusted to meet federal/state audit guidelines.

Submitting the TJC scholarship application will allow students to be considered for most scholarships offered by the College. Exceptions include Fine and Performing Art Scholarships and Athletic Scholarships. Based on the information provided in the scholarship application, the student will be considered for every scholarship for which he or she qualifies.

Go online to www.tjc.edu/scholarships for additional information regarding eligibility or to submit an application. The priority deadline is March 1st for the following academic year.

Presidential Honors Scholarship

These scholarships are awarded to incoming freshman whose application demonstrates academic excellence, leadership, extracurricular or community involvement and who meet at least ONE of the three following criteria:

1. Rank in the top ten percent of their high school class at the completion of their junior year;
2. Rank in one of the "top ten" positions of their high school class at the completion of their junior year AND demonstrate college readiness as defined through the Texas Success Initiative;
3. Achieve at least a 3.5 unweighted high school GPA AND meet one of the following ACT or SAT test scores:

- ACT-Composite score of 26 or higher with a minimum of 19 on both the English and Mathematics sub-tests.
- SAT-Combined score of 1200 on the Math and Critical Reading sub-tests with a minimum of 500 on each.

The Presidential Honors Scholarship will cover the full cost of tuition and fees for two years (fall and spring only). Students must enroll full time and participate in the TJC Honors Program (www.tjc.edu/honors). An additional $1,000 per year will be awarded to students who choose to live on campus in the Presidential Honors Living and Learning Community.

Students who graduate from one of TJC's service area high schools and meet one of the first two criteria listed above are guaranteed the Presidential Honors Scholarship upon successful completion of acceptance requirements. All other applicants will be awarded based on a competitive review process.

Dean's Scholarship

These scholarships are awarded to incoming traditional freshmen whose applications demonstrate academic excellence, leadership, extracurricular or community involvement and who have taken either the SAT or ACT. The selection committee will consider test scores but no minimum is required. Awards are for $1,000 per year for two years and require full-time enrollment.

General Scholarship

These scholarships are awarded to incoming traditional freshmen and continuing students and are based on a variety of attributes including academic merit, leadership, need, choice of study, and other factors. Award amounts vary and require full-time enrollment (12 hours) or enrollment in a health professions program. Generally, these scholarships are awarded one academic year at a time and require a new application each year.

Fine and Performing Art Scholarship

Also known as performance grants, these scholarships are awarded to members of certain performing groups. Current groups include Apache Band; Apache Belles and Guards; Apache Cheerleaders; Concert Choir; Chamber Singers; Harmony and Understanding; Student Senate; dance; guitar; musical theatre; organ; piano; speech; strings; theatre; and visual art. Award amounts vary and will pay toward the student's tuition and fees only. Full-time enrollment (12 hours) is required. These scholarships are not awarded through the TJC scholarship application. Each area has its own award process which may require separate application and try-outs. For more information, contact your specific area of interest.

Athletic Scholarship

Also known as performance grants, these scholarships are awarded by the Tyler Junior College athletic program according to Region XIV Athletic Conference and NJCAA guidelines. Award amounts vary and full-time enrollment (12 hours) is required. Currently Tyler Junior College offers scholarships in football, men's and women's basketball, men's and women's tennis, men's and women's soccer, men's and women's golf, women's volleyball, women's softball and athletic training. These scholarships are not awarded through the TJC scholarship application. Each area has its own award process which may require separate application and try-outs. For more information, contact Apache Athletics.

Legacy Scholarship

The Legacy Scholarship Program establishes endowment-based funding for performance grants to ensure that these outstanding extracurricular programs continue to be a vital part of the student experience. Select students are named as a Legacy Scholar through the respective area from which they are receiving a performance grant.

Residential Life and Housing

Tyler Junior College Residential Life and Housing offers a variety of on-campus living experiences to enhance students' academic and personal growth. Residing on campus is truly a living and learning experience for the students, with outside-classroom activities that range from hall gatherings to community service projects to events that assist students in being academically successful. An Area Coordinator, Resident Director or Senior Resident Assistant manages each Hall. On each floor of a Hall is a student Resident Assistant whose mission is to provide guidance to the residents and assist with programming that fosters a sense of hall community.

To arrange housing tours or get answers to housing questions, go online www.tjc.edu/housing or send an e-mail to housing@tjc.edu.

General Information

Located on Baxter Avenue across from the White Administrative Services Center, the Residential Life and Housing office is the hub for on-campus living at TJC. On-campus Housing is available during Fall, Spring, Maymester and both Summer Sessions. All guidelines for the halls are located in the Residence Hall Handbook and the Resident's Code of Conduct, available online at www.tjc.edu/housing. Residents will also receive this information during mandatory floor meetings at the beginning of each semester.

"Live The Experience"

The newest hall, Crossroads, will open for Fall 2015. With this addition there will be nine halls on campus housing over 1,200 resident students. A brief description of each Hall, photos, floor plans, amenities and current pricing are available at www.tjc.edu/housing. Room and Board

charges are applied to the resident's account each semester.

Facility/Type	Bathroom
Crossroads *Co-ed by or on a floor)*	*Suite*
Ornelas *(Co-ed by or on a floor)*	Private Bath in Room
Bateman *(Co-ed by floor)*	Suite
Claridge *(Male Athletes)*	Suite
Hudnall *(Female Athletes)*	Suite
Holley *(Male)*	Suite
Lewis *(Male)*	Suite
Vaughn *(Female)*	Suite
Sledge *(Male–Football only)*	Suite

Meal Plan Options:

The cost of each room includes the cost of the mandatory meal plan. In addition to the main cafeteria in the Rogers' Student Center, food is available in the Ornelas Hall Residential Complex, C-Store, Chick-Fil-A in Crossroads Hall, Subway in the Pirtle Technology building and Starbucks located in the Vaughn Library. Residents have different options to choose from:

- The Platinum Plan: This plan offers 19 meals every week, plus $50 in Apache Bux that can be used in different serving locations on campus.
- The Gold Plan: This plans offers 15 meals every week, plus $125 in Apache Bux that can be used in different serving locations on campus.
- The Silver Plan: This plan offers 10 meals every week, plus $200 in Apache Bux that can be used in different serving locations on campus.

Housing Application Process

For incoming Fall semester students, the Housing Priority Placement Deadline to submit an applications is March 1 of each year. Placement is done based on the date the on-line Housing application is received by the College. Incoming students are encouraged to submit their application early for best availability— halls do fill up. Students wanting to live on campus should first complete the TJC Admission application and receive an Apache student identification number, known as an A number. There is a separate Housing application located on Apache Access, which is on the main TJC web-site. It is submitted electronically on-line and the submission date and time are noted on the application. A one-time, non-refundable $100 application and processing fee must be submitted when the Housing application is completed. In addition to the Housing application and processing fee, the student must submit a completed and signed background check form. When these three steps are completed and a background check form is received as approved, the applicant is ready to be placed. The application documents and $100 non-refundable fee do not guarantee a residential space on campus. A student's priority for placement is based on the date their Housing file is complete.

Housing Payment and Room Assignment

Payment for the room and meal plan must be made before a student can move in to the residence hall. Students on Financial Aid should start the process very early. If the Financial Aid process paperwork is not complete by the Housing payment due date, the student will not be able to move into a hall. If a student has completed all their Financial Aid paperwork and is confirmed as receiving Financial Aid a copy of the Estimate Letter should be sent to the Housing department.

Housing Contract

Each student living on campus will sign a contract when they move into the hall. Residents are on a yearly, Fall through Spring, contract. If a student is not returning for the next semester, there is a $200.00 break contract fee. The TJC Residential Life and Housing contract requires students to be enrolled in 12 semester hours to reside on campus. Resident students must maintain a 2.0 GPA to continue to live in a residence hall.

Residence Hall Closings

TJC Residence Halls are closed during school closings such as between semesters, Thanksgiving, and Spring Break. During this time, on-campus residents will need to find alternate housing. If a resident is part of a TJC sponsored group or team, they may be required to remain on campus to participate in a TJC sponsored event.

Background Check

All students who live on-campus are required to have a background check on file. The form is found on the web at www.tjc.edu/housing. The cost of running the background check is included in the application fee of $100.00. This form should be filled out during the application process. An application is not considered complete unless a background check has been conducted and returned without issues. For any specific questions, please contact our Residential Life and Housing office at 903-510-2345 or by email at housing@tjc.edu.

Campus Clinic

The Campus Clinic, starting summer of 2015, is located on the second floor of Rogers Nursing and Health Sciences Building.

The clinic is staffed each school term Monday through Friday, 8 a.m.–12 noon and 1 p.m. to 5 p.m., by a physician, a nurse, a physician's assistant and/or a family nurse practitioner. The Clinic provides yearly flu vaccinations, physicals, and acute illness care for all students. It also provides free vaccinations for all Allied Health students. This full complement of health services is made possible by a health services fee of $30 per student per long semester and $15 per student for summer terms.

Bacterial Meningitis

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood.

This disease strikes about 3,000 Americans each year, including 100–125 on college campuses, leading to 5–15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities. Symptoms—High fever, stiff neck, severe headache, nausea, rash or purple patches on skin, confusion and sleepiness, vomiting, lethargy, light sensitivity and seizures. There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk; so when these symptoms appear, seek immediate medical attention. Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions. Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. will increase your risk of getting Bacterial Meningitis. Also, living in close conditions (such as sharing a room/suite in a dorm or group home) will increase one's risk of contracting Bacterial Meningitis. It is recommended that all incoming freshmen get the vaccine before entering college. It is mandatory for all incoming students younger than 30 years of age get the vaccine before entering college. The vaccine is available through the Health Department for $15 903–510-–5604.

To find out more information contact:

- Your own health care provider
- The Campus Clinic at 903–510–3862
- Your local or regional Texas Department of Health office. For Smith, Henderson, Van Zandt, Wood, and Rains Counties, contact:

North East Texas Public Health District (NETPHD)
P. O. Box 2039; Tyler, TX 75710–2039
Phone: 903–510–5604

- Web sites: http://www.cdc.gov/meningococcal/ or www.acha.org

Center for Student Life and Involvement (CSLI)

A vibrant student life is promise # 2 here at TJC and is one that we deeply believe in here in our department. We offer a wide range of exciting social options for Tyler Junior College that are designed to attract both full- and part-time students with opportunities for enjoyment and enrichment. Our prime objective is to support and enhance the college's educational mission by creating and maintaining a healthy, safe living and leaning environment. A community college, as well as a traditional junior college, TJC seeks in its numerous beyond-the-classroom activities to serve not only the students on campus, but also the township and the entire Tyler area. For more about the Center for Student Life and Involvement, go to the TJC Web site at www.tjc.edu/campuslife/.

Student Senate

As one of the oldest organizations in TJC history, the Student Senate is the student government body of Tyler Junior College. The purpose of the Senate is to promote active student engagement, provide an avenue by which student needs and desires are transmitted to the administration, as well as provide educational and wholesome entertainment for students. Student Senate strives to engage and educate student leaders as well as to assist in their development, membership, and drive for excellence. Senate serves as the umbrella organization over all on-campus, student organizations. It is imperative that Student Senate continues to strive to close the gaps in education, assist in the development of the institution, community development, as well as develop civil leaders in our community. See Student Senate online at http://www.tjc.edu/StudentSenate.

Apache Activities Council

The purpose of the Apache Activities Council is to contribute to the social, recreational, cultural and educational development of the students, faculty and alumni through programs and services created and conducted by its members. Apache Activities Council gives participants and members an opportunity to network with other students from different ethnic and social backgrounds and to develop an understanding of how to plan, coordinate and execute a successful event.

Apache Cheer

The Tyler Junior College Cheer Squad performs at sporting events on and off campus. The squad also represents Tyler Junior College at many college and community events throughout the year, as well as competes in the Spring semester for national titles. Tryouts are held at the end of the spring semester, typically the first of May. More information for the squad can be found at www.tjc.edu/cheerleading.

Intramurals and Recreational Services

Intramural Sports is an essential program on campus, providing students the opportunity to participate in a variety of team sports (Flag Football, Volleyball, Basketball, Soccer, Softball, etc.) and individual and dual participation competitions (Racquetball, Table Tennis, Billiards, etc.). The mission of the Department of Recreational Services is to provide students with a variety of extracurricular activities that help students engage in a vibrant campus life while also providing non-classroom educational opportunities. Through recreational involvement, Recreational Services provides a safe and contemporary environment for social interaction while improving

sportsmanship and fostering leadership development. For more about Intramural sports, visit www.tjc.edu/intramurals and www.imleagues.com/tjc.

Recreational Room

The "Rec" Room is located on the 2nd Floor of the Rogers Student Center and is open five days per week: Monday - Thursday, 8 a.m. - 9 p.m.; Friday, 8 a.m. - 5 p.m.. Table Tennis, Pool and the latest Xbox 360 and PlayStation 3 games are offered for general game play. Throughout the academic year, the Rec Room will offer various tournaments that students can compete in. Students must present their current/valid TJC I.D. in order to be admitted into the Rec Room.

Clubs and Organizations

Other Student Life activities include clubs and organizations which are intended to represent the diverse interests of all TJC students. Activities include clubs and organizations which are intended to represent the diverse interests of the all TJC students. These groups include educational, religious, special interests, governmental, departmental and more. Students can visit the Student Activities office located on the second floor of Rogers Student Center for more information about how to become more involved.

The following organizations are presently active on the campus. A more complete description of the purposes and activities of each organization are available at www.tjc.edu/clubsorgs/.

- Anime Club
- Apache Activities Council
- Apache Band
- Apache Belles
- Apache Cheer
- Apache Chiefs
- Apache Pow Wow (Press Club)
- Apache Punch
- Apache Renegades
- Apache Twirlers/Touch of Gold
- Association of Computing Machinery
- Bahai Club of TJC
- Black Student Association
- Campus Crusade for Christ
- Catholic Campus Community
- Criminal Justice Students Association
- Hispanic Student Organization
- Honors Student Program
- International Education Club
- Kappa Kappa Psi
- Las Mascaras
- Occupational Therapy Assistant Student Organization
- Paintball Club
- Phi Rho Pi
- Phi Theta Kappa
- Residence Hall Association
- S.A.G.F.E.
- Sigma Kappa Delta
- Student Nurses Association
- Tau Beta Sigma
- Wishmakers on Campus

Religious Student Centers

- Association of Baptist Students
- Baptist Student Ministries
- Wesley Foundation

Co-curricular Transcript (CCT)

The Co-Curricular Transcript is a comprehensive record of student's extracurricular activities participated in at Tyler Junior College, such as leadership experiences, community services and campus involvement. CCT is a supplement to a student's academic transcript. CCT is a valuable tool for preparing a resume and can be shared with prospective employers and university admissions. Please visit the Center for Student Life & Involvement for a CCT request form and more information.

Apache Band

The Apache Band is the official College band open to all students who qualify by audition. The band performs at a large number of campus, athletic, and community events and also accompanies the Apache Belles. Other ensembles include the Jazz Band, Woodwind, and Percussion Instrumental Chamber groups, Winter Drumline, Steel Drums, Wind Ensemble and Symphonic Band. Visit the Apache Band online at www.tjc.edu/band/.

Apache Belles

A select women's organization, the group presents performances in various venues both on and off the Tyler Junior College campus. Each fall the focus is on the halftime show and outdoor performances. In the spring, the focus is on an original theatrical production. The Apache Belles also serve Tyler Junior College and the community as "goodwill ambassadors". Web site: www.apachebelles.com.

Choral Activities

Tyler Junior College boasts three high-quality choral ensembles: Concert Choir, Chamber Singers and Harmony and Understanding. Any student may enroll in the Concert Choir and audition for Chamber Singers and Harmony and Understanding. The ensembles represent the College though concerts, community activities and campus events. Access choral Web pages at www.tjc.edu/music/.

Athletic Program

The College athletic program includes intercollegiate sports for men in football, basketball, baseball, soccer, tennis and golf, and for women in basketball, volleyball, soccer, golf and tennis. For more information about each program, visit www.apacheathletics.com.

Student Support Services

Student Support Services provides a variety of services for students with special needs and capabilities through the following services: Disability Services (ADA), TRiO Program, Counseling Services and Tutoring. For more information regarding Student Support Services, please visit tjc.edu/SupportServices, or contact Division Director, Student Support Services at 903-510-2495, Potter Hall 206.

Disability Services (ADA)

Disability Services provides accommodations for qualified students with documented disabilities. Disabilities may include physical, mental health, learning, deafness or hard of hearing, blindness or visual impairment, autism. Classroom and testing accommodations, including sign language interpreters, must be obtained from this office. Our Students with Disabilities Handbook can be found on the related downloads page.

TRiO Program

TRiO, funded by the U.S. Department of Education, provides cultural enrichment activities both on and off campus; community service; tutoring; study skills seminars; financial aid information and guidance; financial planning workshops; scholastic probation prevention; academic advising and placement; individual guidance; TSI preparation seminars; university transfer information – including campus visits; and information and referral assistance for students who qualify for this program by having academic, education, or economic need, and/or who are the first members of their family to earn a bachelor degree.

Counseling Services

Our goal is to provide professional counseling services to students who feel that emotional events in their life are causing a threat to continuing their academic pursuits. Counseling follows a brief, solution-focused approach. Our primary charge is to manage the situation through intervention, stabilization and referral into the community for ongoing counseling or other needed services.

To make an appointment, please fill out a Counseling Appointment Request form which can be found at tjc.edu/SupportServices. Please do not fill out the form for a student; enrolled TJC students must fill out the request themselves. The form and all contents are confidential.

Tutoring

Apache Tutoring provides free tutorial services to all currently enrolled Tyler Junior College students. The goal of each center in Apache Tutoring is to promote critical thinking through the use of study skills, content clarification, reading comprehension strategies, and techniques for better writing. Walk-in tutoring services are available in the STEM Center, QEP/Quest Center, and when available in the Writing Center. Individualized tutoring is available by appointment in the Tutoring Center and Writing Center.

Achieving the Dream

Tyler Junior College is a Leader College within the Achieving the Dream network of institutions of higher education. The Achieving the Dream National Reform Network includes over 200 institutions of higher education, 100 coaches and advisors, 15 state policy teams, and numerous investors and partners working throughout 34 states and the District of Columbia. The mission of the Achieving the Dream Network is to promote student success and completion. Colleges within the Network utilize data as a means of determining the success of interventions implemented across the college campus. As a Leader College, TJC has assumed the responsibility of sharing the results of our reform efforts with other institutions in an effort to assist students nationwide to achieve their dreams through education.

Commit to Complete

Tyler Junior College is committed to assisting students in their efforts to achieve their educational goals. Two-thirds of all new jobs that produce livable wages require a credential beyond high school. Students who complete a certificate or degree are far more likely to be hired and far less likely to become unemployed. Furthermore, research indicates that, upon transfer into a baccalaureate program, students who complete an associate degree are more likely to complete a bachelor's degree than are students who transfer without completing a degree.

Each year, TJC students are asked to commit or renew their commitment to completing a degree or certificate at Tyler Junior College. This is a student led initiative, initially begun by Phi Theta Kappa. Likewise, faculty and staff commit themselves to assisting students however possible as they strive to keep that commitment.

School of Professional and Technical Programs Office of Development and External Funding and Grants

Carl D. Perkins Grant

Students majoring in an Associate of Applied Sciences Career Technology degree, certificate or health science program as listed in the Tyler Junior College curse catalog may be eligible for limited financial support for child care assistance, books, and/or transportation reimbursement. Students must meet all guidelines and submit all necessary documentation with application by the appropriate deadline each semester. To be considered, the student must also apply for Federal Student Aid (FASFA) through the Office of Financial Aid. Financial assistance eligibility is based upon the student's major, economic need, full-time status, and availability of Carl D. Perkins Vocational and Technology Grant funds. Applications must be picked up in the Perkins Grant & Adult Student Services office located in Pirtle 128.

Application deadlines to be considered for financial assistance are:

Fall 2015 - deadline is July 10, 2015
Spring 2016 - deadline is November 6, 2015
Summer Session - announced if funds are available

CTE Retention Services

Retention Services are available to all students who may be experiencing some difficulty in reaching goals and need extra help. With collaboration among students and their families, advisors, faculty members, counselors, and administrators' effective and appropriate action plans in supporting students and their personal and academic challenges can be developed. This office can share relevant campus and community resources through direct referrals and personal communication. Students will be treated with respect, provided support and, most importantly, students will gain the tools necessary to meet their Tyler Junior College goals.

Vaughn Learning Resource/Library

Vaughn Library offers a wide range of information resources for its patrons that includes books, print journals, databases to access online journals, audiobooks (primarily fiction), textbooks and other materials on reserve, a multimedia non-print collection, and college archives. Patrons both in the library as well as those online can access the library's databases via the library's website at www.tjc.edu/library. Subject Guides are found at http://libguides.tjc.edu. Live reference chat is available during library hours and chat boxes are located on all the library webpages. In the library, patrons have access to personal research assistance, InterLibrary Loan (ILL) for books and journal articles not owned by Vaughn Library, wireless access, library tours and in-class instruction, and computers with print capability. TJC Archives and Special Collections, TJC Tutoring Services, the TJC Writing Center, the Quest Student Success Center, Distance Education Offices, the Multimedia Access and Production Center, and Starbucks are all located within the library on the main campus.

Library hours for Fall and Spring semesters generally are:

Mondays – Thursdays from 7:30 a.m. to 9:30 p.m.
Fridays from 7:30 a.m. to 5:00 p.m.
Saturdays from 10:00 a.m. to 2:00 p.m.
Sundays from 1:00 p.m. to 5:00 p.m.

Summer and holidays hours and hours before finals exams will differ.

For more information on Vaughn Library, go to www.tjc.edu/library or call 903-510-2502.

Grievance Procedures

Student Grievance Procedures

Course Grade Complaints (FLDB-Regulation)

This procedure is only applicable to a student who wishes to dispute a final course grade. Grades for specific tests, reports, projects, or otherwise given during a semester shall be discussed at that time with the professor and are not subject to this procedure. If a grade results in a student's dismissal or suspension from a program or the College, then FLD (REGULATION) shall apply, and the procedures set forth in that policy shall govern. Student complaints regarding disciplinary issues, including scholastic dishonesty, are covered by separate procedures.

A student is entitled to a review and explanation of the grading process and the grade received. A grade is the sole prerogative and responsibility of the faculty member, and any review as the result of a dispute is intended to ensure accuracy, fairness, and adherence to College District policy. The steps below must be followed in an effort to reconcile the grade dispute:

1. The student will discuss the final grade with the faculty member within ten (10) class days into the following long semester; e.g., summer school disputes may be challenged no later than ten (10) class days into the following fall semester.
2. The decision of the faculty member in all grade disputes is presumed final since the grade is the sole prerogative and responsibility of the faculty member. However, if the student feels that a grade is incorrect, the student may present the dispute in writing to the appropriate program director/department chair for review. This step must be completed within five (5) class days following the decision of the faculty member. If there is no program director/department chair, or in the event the program director/department chair is the professor named, the student will proceed to the appropriate instructional dean.
3. The program director/department chair will review the written student dispute and request a written faculty response to the dispute in question. Within five (5) class days, the program director/department chair will make a written response to the student and faculty member regarding the dispute. Attached to this response will be appropriate documentation thus far accumulated.
4. If the student does not agree with the decision of the program director/department chair, the student may proceed to the dean of the appropriate instructional school. This step must be completed within five (5) class days after the decision of the program director/department chair. Within five (5) class days after receiving the dispute, the dean will review all documentation and respond in writing to

the student, faculty member, and program director/ department chair. Attached to this response will be all appropriate documentation. The decision of the instructional dean is final in the matter of grade disputes.

Note: In the event the instructional dean is the professor of record, the dispute will proceed to the Provost, following the procedures above.

To view the most current policy in its entirety, please go to FLDB (Regulation).

Student Complaints (FLD-Regulation)

This procedure is designed to provide a student with an opportunity to file a complaint or grievance regarding a problem or condition he or she believes is unfair, inequitable, or discriminatory on the basis of race, color, religion, national origin, disability, sexual orientation, gender identity, or gender expression.

The student grievance procedure is not intended to supplant the Student Code of Conduct, nor does it apply to grading practices, unless the grade resulted in dismissal or suspension from a program or the College District, or complaints of sexual harassment.

EXCEPTIONS

This procedure does not apply to the following:

1. Complaints alleging sexual or gender-based discrimination. [See FFD]
2. Complaints regarding course grades, unless the grade results in dismissal or suspension from a program or the College District. [See FLDB (Regulation)]
3. Complaints regarding disciplinary issues. [See FMA]

INFORMAL PROCEDURE

A grievant is required to attempt to resolve the issue by discussing it with the individual contributing or causing the issue and with his or her supervisor or the next level of authority. If the grievant is uncomfortable for any reason discussing the issue with the individual contributing to or causing the issue, he or she can go directly to the next level of authority. The student may check with the administration to determine the next level of authority. If this does not resolve the issue, the student may seek review under the formal procedures below.

FORMAL PROCEDURE

Procedures for a formal appeal are as follows:

1. The grievant must file, no later than 20 class days after he or she knew or should have known of the alleged incident or event giving rise to the grievance, a written complaint with the office of the dean of students. The dean of students will route the grievance to the appropriate vice president, if necessary. The grievance must contain a statement of the actions being complained of, describe the remedy sought, and include any other relevant information. The grievance must also include the complainant's name and contact information. Failure to file within the time line will waive the student's right to appeal.
2. The appropriate committee, depending on the allegations at issue, will convene, usually within 15 class days, unless extended by agreement of the student and College District. This committee will be the academic appeals committee in most academic issues. If the issue is not academic in nature, another appropriate committee will be used.
3. The committee will make a written finding and send its decision to the provost or the appropriate vice president, depending on the subject matter at issue, within five class days of the hearing.
4. A grievant may seek review of an adverse decision through the provost or vice president if requested in writing within five class days of the committee's findings. The provost or vice president will review the record, but no meeting or hearing will be held with the provost or vice president. The decision of the provost or vice president is final.

COMMITTEE PROCEDURES

Committee procedures for appeals are listed below:

1. In conducting the appeal committee hearing, the committee chairperson is authorized to:
   a. Request documentation or additional information from the student or any employee;
   b. Require any student or employee to appear and testify; and
   c. Ask questions of students and employees appearing at the hearing.
2. The hearing is not adversarial and will be conducted in a courteous, professional manner.
3. The decision will be made by a majority of the committee members present at the hearing.
4. The committee's decision will be made based on the evidence presented at the hearing.
5. The hearing is not open to the public.
6. An audio recording will be made upon the College District's or student's request.
7. Reasonable time limits will be imposed by the committee.

Note: A prospective student denied admission to any special program or of general admission to the College District may appeal to the admissions appeal committee, whose decision is final.

To view the most current policy in its entirety, please go to FLD (REGULATION).

Faculty Initiated Academic Integrity Action

It is the responsibility and prerogative of the faculty member to make an initial determination regarding the extent and severity of an academic integrity violation. If the instructor believes that the student violated the Student Code of Conduct:

1. The faculty member will discuss the violation with the student.
2. The faculty member may report the incident to the Dean of Students who will maintain a record of the event. If so, a copy of the record will also be sent to the department chair.

The Dean of Students, in consultation with other

administrators and taking into consideration any previous violations reported, may determine that additional sanction(s) against the student are warranted. In this event, Office of Student Conduct will be notified and the Disciplinary Procedures outlined in the Student Handbook will be followed.

State and Federal Student Complaint Procedures

It is Tyler Junior College's goal to resolve student complaints and concerns in a friendly, fair, and efficient manner. The first step for students who desire to resolve a complaint is to follow the College's internal student grievance procedures contained in the College's Student Handbook (http://www.tjc.edu/StudentHandbook).

If the grievance is not resolved satisfactorily internally, the student may file a complaint with the Texas Higher Education Coordinating Board. Student complaint forms are available on the THECB website: http://www.thecb.state.tx.us/. Send forms electronically to StudentComplaints@thecb.state.tx.us or by mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788. All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities should also include a signed Authorization to Disclose Medical Record Information form.

Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of Tyler Junior College. To file a grievance against the Commission or any of its accredited institutions follow the complaint procedures policy at http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf.

Tyler Junior College online students, residing outside of Texas, who desire to resolve a complaint should follow the College's internal student grievance procedures as explained above. However, if an issue cannot be resolved internally, the student may file a complaint with his or her home state. The Student Grievance Contact Information for Individual States provides phone numbers, e-mails and/or links to state education agencies.

Title IX Grievance Procedure/Sexual Harassment

Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S. C §§ 1681 et seq., and it implementing regulations, 34 C.F. R. Part 106 prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students [or employees], which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy.

Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of academic success.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive environment.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advance is made a condition of reward or penalty.

To file a complaint regarding Sexual Harassment with Tyler Junior College, contact the Executive Director, Human Resources at 903-510-2307 or by contacting the Human Resources Office located on the second floor of the White Administrative Services Building. Complaints may also be filed with the Title IX Coordinator at 903-510-2186, or the Title IX Investigator at 903-510-3067.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator pursuant to 34 C.F.R.§ Part 106.

To review all College policies dealing with Title IX or Sexual Harassment please view the Board Policy Manual.

Accommodating Pregnant Students

Under the Department of Education's (DOE) regulations implementing Title IX of the Education Amendments of 1972, a college or university "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, and termination of pregnancy or recovery therefrom." This directive has been highlighted recently in a Dear Colleague Letter from the DOE's Office of Civil Rights (OCR), and a 30 page "pamphlet" from DOE entitled "Supporting the Academic Success of Pregnant and Parenting Students."

A college must excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absence medically necessary. According to these materials, not discriminating against a pregnant student means granting her leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student "to the status which she held when the leave began." For instance, if a faculty member adjusts grades based on class attendance, the pregnant student cannot be penalized for her excused absences and must be given the opportunity to earn back the credit from classes missed due to pregnancy.

This generally means that pregnant students should be

treated as if they had a temporary disability, given excused absences, and then given an opportunity to make up missed work wherever possible. Extended deadlines, makeup assignments, and incomplete grades that can be completed at a later date, should all be employed. To the extent possible, pregnant students should be placed in the same position of academic progress that they were in when they took leave. The plausibility of doing so is not governed by an individual faculty member's class rules or policies, but by the nature of the work. Whenever the class work is of a type that it can be completed at a later date—such as papers, quizzes, tests, and even presentations—that option must be made available to the student.

In situations where the temporal particularities of the task do not allow for a "break," such as clinical rotations, large performances, and some lab or group work, the institution should work with the student to devise an alternative path to completion.

Faculty cannot have their own policies regarding attendance and make-up work as to pregnant students, as Title IX requires compliance institution-wide. Students have the following options in completing their coursework after returning from leave deemed necessary by her physician.

1. Retake the class at the next available offering at the student's expense. (Students should be aware that class offerings vary by program and may not be available at regular intervals.)
2. Take the course online.
3. Receive an incomplete and extend the course until 30 days into the next long semester. The 30 day timeframe may need to be shortened or lengthened depending upon the length of the time missed due to medical necessity, and what is reasonable under the circumstances.(Professors should work with students to establish timelines, be available to meet and answer questions, and make arrangements for any hands on or face to face course requirements.)

The Title IX Coordinator should be contacted and consulted when an accommodation request from a pregnant and/or parenting student is received. The Title IX Coordinator should oversee the process of receiving and reviewing necessary medical documentation and determining if and what accommodations are necessary.

What We Offer

Graduate Guarantees

Tyler Junior College guarantees its associate of arts and associate of science graduates that the courses required for graduation will transfer. Tyler Junior College guarantees associate of applied science graduates that specific competencies will be taught and successful completers will have the competencies outlined for the degree. To qualify for this guarantee, the graduate must have completed at least 75 percent of their credits at TJC with grade of "C" or better.

Special Conditions

Associate of Arts, Associate of Science and Associate of Arts in Teaching Graduates

1. Tyler Junior College guarantees to its Associate of Arts (AA), Associate of Arts in Teaching (AAT), and Associate of Science (AS) graduates who have met the degree requirements, beginning September 1, 1992 and thereafter, that course credits will transfer as outlined in the Texas Higher Education Coordinating Board rules and regulations.
2. Limitation(s) on the total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Only college-level courses with THECB General Academic Course Guide Manual approved course rubrics are included in this guarantee.
4. If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Registrar at Tyler Junior College within 15 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

Associate of Applied Science and Technical Certificate Graduates

1. Tyler Junior College guarantees to its Associate of Applied Science and Technical Certificate graduates that if they are judged by their employer to be lacking in technical job skills identified as exit competencies for their specific program, the graduate will be provided retraining with certain stipulations.
2. The graduate must have earned the AAS degree or certificate beginning September 1, 1992 or thereafter in a technical program published in the College's Catalog.
3. The graduate must have completed the AAS degree or certificate with at least 75 percent of the credits being earned at Tyler Junior College and must have completed the program within a four-year timespan from initial enrollment.
4. Graduates must be employed full-time in an area directly related to the area of program concentration.
5. Employment must commence within 12 months of graduation.
6. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
7. The employer, graduate and assigned representative(s) of the College will develop a written educational plan for retraining.
8. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and those classes regularly scheduled during the period covered by the retraining plan.
9. All retraining must be completed within a calendar year from the time agreed upon in the educational plan.
10. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and/or other course related expenses.
11. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
12. The students' sole remedy against this College and its employees for skill deficiencies shall be limited to nine (9) credit hours of tuition-free education under conditions described above.

Honors Program

The Honors Program at Tyler Junior College

The Honors Program at Tyler Junior College seeks to serve intellectually gifted, highly motivated, and exceptionally creative individuals through an interdisciplinary two-year experience that challenges students to approach their potential within a community of scholars. The program fosters an atmosphere of academic excellence by offering innovative seminar-style courses taught by select faculty to encourage habits of articulate communication, critical thinking skills, global patterns of thought and action, and leadership through service learning initiatives. In pursuing these goals, the TJC Honors Program will contribute to the image of Tyler Junior College as a place of serious academic inquiry.

Honors-level courses are offered during the Fall and Spring semesters. Please contact the Honors Program for the current Honors course offerings.

Course offerings include: ARTS 1301, BIOL 1406, BIOL 1407, COSC 1301, DRAM 1310, EDUC 1300, ENGL 1301, ENGL 2307, ENGL 2332, ENGL 2333, GEOL 1404, GOVT 2305, GOVT 2306, MATH 1314, MATH 1342, MATH 2413, MATH 2414, HIST 1301, HIST 1302, HUMA 1301, PHIL 1301, PHIL 2289, PHYS 1405, SOCI 1301, SOCI 2289, SPAN 1411, SPAN 1412, SPCH 1321.

Continuing Studies

The Tyler Junior College focus is providing a comprehensive collegiate experience that is achieved in the rich traditions of a quality education, vibrant campus life and community service. The vision is to become the region's premier comprehensive community college, recognized internationally for its academic and work force programs, student life and community engagement. To this end, the School of Continuing Studies was conceived and is committed.

The School of Continuing Studies is headquartered at the Tyler Junior College Regional Training and Development Complex (RTDC) located on TJC's West Campus at 1530 SSW Loop 323 in Tyler. Continuing Studies is devoted to offering critically-needed training leading to immediate employment according to the needs of business, industry and governmental agencies. Instruction at the RTDC lends itself to quick startup training for workers to improve deficient basic academic skills and condensed block-time classes, rather than the traditional semester schedule. Additionally, Continuing Studies at the West Campus RTDC offers services such as on-site registration and fee collection, snack bar/concession area, 300-seat conference room, convenient parking and campus safety. The RTDC is the home of the Continuing Education Center, Small Business Development Center, the Tyler Area Business Incubator, the TJC Corporate Services, and the Literacy Council of Tyler.

In addition, West Campus hosts credit programs—automotive technology; child development/early childhood; fire protection technology; electrical and electronic controls technology; heating, air conditioning, and refrigeration technology; vision care technology and welding technology.

Continuing Education Center

The Continuing Education Center is a non-credit program that offers:

1. Adult (age 16+) vocational education for individuals wanting to upgrade their present skills enabling them to explore new occupational fields.
2. Lifelong learning opportunities for individuals and groups seeking to enhance the quality of living in the community through cultural and enrichment studies by providing opportunities to explore new activities for personal growth and enjoyment. A select number of programs and activities are offered for children and senior adults including summer camps, aquatics classes, and art classes.
3. Resources for business, industry, labor, government and professional groups needing to supplement their own training and development programs. Training programs are tailor-made and, if desired, offered "in house" to meet specific job-upgrading and mobility needs of individual organizations.

Classes are offered during the day or the evening and are provided when a sufficient number of students are enrolled. Non-credit courses are open to interested persons without regard to eligibility for admission to college-credit programs.

Tyler Junior College will award the Continuing Education Unit (CEU) to persons who successfully complete approved, non-credit continuing education activities administered by Tyler Junior College. One CEU is equal to 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. In selected instances, the awarding of CEU's may convert to college credit applicable toward a degree.

For more information concerning continuing education programs, contact the School of Continuing Studies online at: www.tjc.edu/ce.

Refund Policy

Refunds may be requested at the RTDC on the West Campus. College refund policy:

- 100% prior to the first class day or if class is cancelled by the College.
- 80% during the first class day and NONE thereafter.

Refunds will be will be processed within 2 weeks of class cancellation. Refunds will be applied to outstanding debts owed to Tyler Junior College.

Small Business Development Center

The Small Business Development Center (SBDC) represents a partnership between the Small Business Administration and Tyler Junior College.

The SBDC serves as a focal point for linking resources of the federal, state and local governments with the resources of the educational system and the private sector. The SBDC focuses on providing in-depth quality assistance to small businesses in all areas to promote growth, expansion, innovation, increased productivity and management improvement. The overall objective of the SBDC is to further economic development through the provision of management and technical assistance to existing and prospective small businesses.

The SBDC offers free counseling, referral services and a variety of small business training programs and seminars designed for entrepreneurial, management and technical skill development. The SBDC also acts as a clearinghouse for resource information and materials to provide practical solutions to business needs and problems.

For more information, go to www.tjc.edu/sbdc/.

Tyler Area Business Incubator

The Tyler Area Business Incubator was created to enhance the success of new and expanding businesses

through business counseling, employee training and various other support services. The incubator encourages the development of technology-based products or services which broaden the economic base of the area served by the College.

For more information, go to www.tjc.edu/BusinessIncubator/.

Adult Basic Education (non-credit)

The Literacy Council of Tyler, in partnership with Tyler Junior College and located at the RTDC, is dedicated to serving the adults of our area with free basic and developmental education. All adults age 17 and older are eligible to attend classes. Besides the basics of reading, writing and arithmetic, preparation for the GED (General Educational Development) examination is offered. English as a Second Language (ESL) is also taught. Classes and/or individualized instruction are available at the West Campus and other locations throughout the area, delivered by LCOT staff as well as trained literacy volunteers. In addition, Literacy Council staff members oversee operation of a grant-funded public computer lab—free to the community. There are also evening classes available in outreach centers throughout the community.

Please call 903–533–0330 for registration information. For more about this non-profit organization, see their Web site: www.lcotyler.org/.

Corporate Services

Providing innovative training solutions to the community's workforce, Corporate Services is client-focused and offers flexible delivery. From information technology instruction to healthcare and industrial training, our certified trainers deliver the quality programs businesses need to sharpen their professional skills. Corporate Services delivers programs according to a client's schedule, on campus or on site. Services include training, testing and skills assessment programs made possible by partnerships and alliances with national organizations.

Find more information at www.tjc.edu/CorporateTraining/.

Ornelas Health and Physical Education Center

The Ornelas Health and Physical Education Center, an 83,000-square-foot facility located on the TJC main campus, and a full partner in the School of Continuing Studies, offers comprehensive fitness facilities including a gymnasium, an aerobics dance studio, a weight room, racquetball courts, an aquatics area, a band hall and other physical education facilities for students, faculty and staff. In addition, a full range of recreational and fitness clinics and camps for children and youth are available to the public through the continuing education program at the center.

For more information, please call 903–510–2555 or go online to: www.tjc.edu/ohpe.

Luminant Academy

Unoccupied space on the north end of TJC's Skills Training Center was reconstructed to create Luminant Academy. Luminant, a subsidiary of Energy Future Holdings Corp., formerly TXU Corp., expanded the space to 24,000 square feet with the addition of a second floor. Students attending Luminant Academy classes earn continuing education hours for courses or certificates of completion from the College while being trained to work at generation, mining and construction operations for Luminant, which operates power plants in nearby Rusk and Titus counties. Luminant Academy houses 10 classrooms and office space for 10 permanent staff members. Approximately 300 students per year attend the Academy.

Distance Education

Distance learning classes are open to all students. Students are asked to complete the Online Student Orientation www.tjc.edu/dl/orientation prior to enrolling in a distance education course. Each course also includes an online orientation. Further information may be obtained online www.tjc.edu/onlinecampus or by e-mail ghow@tjc.edu.

TJC Online Campus

The Tyler Junior College Online Campus should be a student's first stop to find out about online learning. On the web at www.tjc.edu/onlinecampus, the TJC Online Campus gives students information about the online degrees offered by the college and about completing the core transfer requirements online. It also provides online access to all student services, including advising and financial aid.

Online (Internet) Courses

An online (or Internet-based) course allows a student to take courses from any computer that has Internet access (home, work, school, library, etc.). Students access course information through Apache Access, which links to Instructure Canvas, the TJC online learning management system (LMS). Students can easily communicate with instructors by phone, e-mail or discussion boards.

Some online classes and hybrid classes may require proctored examinations either through the TJC Testing Center www.tjc.edu/testing or by making arrangements, with the testing center, for a local proctor.

Hybrid Courses

A hybrid course has both online (Internet) and in-class components. For example, TJC offers hybrid classes that meet in-class one day per week instead of two. The remainder of the class is completed online. This type of class allows students the flexibility of coming to campus only half the time they normally would. Another type is a hybrid lecture/lab class, which holds an in-class lab with the lecture portion of the class delivered online. Students

who are not quite sure whether an online course is right for them may find a hybrid class to be more suitable.

College Credit for High School Students

Many participating area high schools offer "dual credit" and "early admissions" courses from TJC through distance learning. Online classes and telecourses may be scheduled at any Tyler service area high school. Some high schools also offer courses by two-way interactive video.

High school students qualifying for college admission (see Special Admissions in the TJC Catalog) may also be able to enroll directly at TJC. For more information on dual credit enrollment and early admissions, contact the Office of Dual Credit or go online to www.tjc.edu/highschool.

The Virtual College of Texas (VCT)

Distance learning courses from other Texas colleges are offered for students of TJC through the Virtual College of Texas, a statewide consortium. A large number of courses are available through the VCT. These courses may originate from any of the 50 public college systems in the state but have the same tuition and fees, admission procedures and requirements as TJC courses. Tuition and fees are paid to TJC. VCT courses appear on students' transcripts as courses of TJC. Course exams may be completed at the TJC Testing Center, an approved high school, or other approved off-campus location. Additional information on courses offered through the Virtual College may be obtained by e-mail to ghow@tjc.edu or online at www.vct.org.

Security

The security, confidentiality, and integrity of student data stored in the College's learning management system (LMS) is protected by the same secure logon that is used to access the College's student information system. Each student has individual secure access to their data via their secure logon which is based on a unique student identifier known as an Apache number or A-number and a private password known only to the student.

Date of Last Attendance

Date of last attendance, as defined by Tyler Junior College according to the Code of Federal Regulations, Title 34, Part 668.22, includes but is not limited to:

1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students
2. Submitting an academic assignment
3. Taking an exam, an interactive tutorial, or computer-assisted instruction
4. Attending a study group that is assigned by the institution
5. Participating in (contributing to) an online discussion about academic matters
6. Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Attendance does not include activities where a student may be present, but not academically engaged, such as:

1. Living in institutional housing
2. Participating in the institution's meal plan
3. Logging into an online class without active participation
4. Participating in academic counseling or advisement

A determination of "academic attendance" or "attendance at an academically-related activity" must be made by the institution; a student's certification of attendance that is not supported by institutional documentation is not acceptable.

Auditing

Tyler Junior College (TJC) allows a person who does not desire a degree or who does not desire course credit to register for classes on a non-credit basis. This is known as auditing a course. Students auditing classes are permitted to attend classes however class activity participation is at the discretion of the Professor. They are not required to complete work outside the classroom nor sit for exams. No credits are earned and are not applicable toward a degree from Tyler Junior College, nor do they carry transfer recommendation. Students will be required to obtain temporary ID available from the Campus Police to attend class.

A student may audit courses by taking the following steps:

1. Audit Registration begins at 1 p.m. on the 1st day of the semester during administrative changes and will continue through the 7th day of the semester.
2. Students auditing a course are required to comply with Texas state legislation that mandates those who have not been continuously enrolled at TJC must have received the bacterial meningitis vaccine within the past five years if the student is under the age of 22.
3. Students auditing a course are required to complete the Admission application for TJC.
4. Registration for audit courses will be located in Rogers Student Center during the first two days of class. Registration thereafter must be completed in the Registrar's office located in the White Administrative Services Center.
5. Registration is based on available seating.
6. Audit students must pay the same tuition and fees that apply for credit class, and are due in the Cashier's Office at the time of registration. (Students who are residents of the State of Texas and are 65 years of age or older are exempt from the audit fee).

Notes:

Audits will be processed at the time of registration and payment of fees will be required.

A student auditing a course may not receive credit for the course, nor be eligible for advanced standing examination.

Degrees, Certificates and Graduation

General Graduation Requirements for all Degrees, Certificates or Awards

The following general requirements must be met by all students receiving associate degrees, certificates, or awards:

1. The student must apply for a degree, certificate, or award in the appropriate advising office by the published deadline.
2. The student must complete the required credit hours with an average grade of at least "C" (2.0) CGPA for completion.
3. The student must complete at least 60 credit hours to earn an associate degree. Minimum credit hour requirement for certificates or awards vary.
4. For degree, certificate, or award completion, at least 25 percent of the credit semester hours must be earned through instruction completed at Tyler Junior College.
5. Students must satisfy the Texas Success Initiative (TSI*) requirements specified for the degree, certificate, or award sought.

Additional Awards

A student can earn more than one degree at Tyler Junior College using the same General Education Core with the completion at Tyler Junior College of an additional 18–20 semester hours of work to meet the degree requirements of the specific area of emphasis.

A student may not earn more than one Associate's degree per calendar year. Students may not receive a certificate at the same time as receiving an Associate of Applied Science within the same program.

Student Responsibility

Each student is responsible for seeking advice, for knowing and meeting the requirements for the degree program of his or her interest, for enrolling in courses appropriate for that degree program, and for taking courses in the proper sequence to ensure orderly and timely progress toward the degree.

Students who wish to receive a diploma or certificate and/or participate in commencement must make proper application in the appropriate academic advising office. Upon verification, students will be notified and receive credit for all awards earned, having them posted to their permanent academic records.

Graduation Under a Particular Catalog

To receive a degree from Tyler Junior College, a student must fulfill degree requirements as set forth in a Catalog under which he/she is entitled to graduate. A student is entitled to graduate under the current Catalog or any other Catalog in force when the student was enrolled, but the Catalog must be within the last five Catalogs.

Dates of Graduation

If all degree requirements have been met, degrees will be dated the semester in which the student applied. All degree requirements must be met prior to the end of the semester in which the student applied. Requirements completed in the Winter Term or Maymester will be applied to graduation the following term. Students who meet graduation requirements may be awarded degrees or certificates three times a year—in May, August and December. A commencement ceremony is held at the close of the spring and fall terms only.

Graduation Application Deadlines

It will be the responsibility of the student to apply for the appropriate degree or certificate for which he/she is eligible. The deadline for applying for a degree or certificate for the spring semester will be March 15 (or the Monday following spring break). The deadline for applying for a degree or certificate at the end of summer terms will be June 15. The deadline for applying for a degree or certificate at the end of the fall semester will be October 15. Students are responsible for checking with the cashier's office to pay any outstanding charges on their accounts prior to graduation.

Academic Affairs

Under the direction of the Chief Academic Officer, the Division of Academic Affairs facilitates the excellence of teaching and learning at Tyler Junior College. The Division of Academic Affairs promotes an innovative atmosphere in higher education and provides transferable academic courses and programs, technical education, developmental education, distance education, and continuing education.

Provost Office
WASC 3rd Floor • 903–510–3203

The School of Continuing Studies
Dean's Office: West Campus RTDC; 903–510–2901

The School of Engineering, Mathematics and Sciences
Dean's Office: Jenkins Hall 155, 903–510–2548

The School of Humanities, Communications and Fine Arts
Dean's Office: Jenkins Hall 155, 903–510–2548

The School of Nursing and Health Sciences
Dean's Office: Rogers Nursing and Health Sciences; 903–510–2130

The School of Professional and Technical Programs
Dean's Office: Pirtle Technology 203; 903–510–2507

**In accordance with HB 1224 TSI Placement scores are under review and subject to change.*

Academic Programs

Students must meet with an Academic Advisor before attempting to register IF they: are new to TJC; have attended TJC less than one academic year or have less than 24 hours credit; have placement test scores indicating a need for Developmental Education coursework and non-TSI complete status; are on academic probation or suspension; have less than a 2.0 GPA; need to change their major or apply for graduation.

Collaborations with School Districts

Dual Credit

Dual credit programs allow qualified high school juniors or seniors to enroll in a college course and simultaneously earn college credit and high school credit for the course.

Partnerships between Texas secondary schools and Tyler Junior College have enabled high school students to earn college credits before graduating from high school, making their transition to the collegiate campus smoother and their likelihood of graduating from college greater.

College courses offered for dual credit may be taught at the college campus or the high school campus by credentialed instructors. Courses offered for dual credit include the same content and rigor as courses taught to other college students, utilizing the same instructors, curriculum and policies.

Technical Dual Credit

Technical dual credit, also known as workforce dual credit, is a program designed to allow high school students to enroll in Tyler Junior College workforce courses for both high school and college credit. High school career and technology courses are selected for technical dual credit status based on advanced technical content that matches a TJC workforce course. When taught on the high school campus by qualified high school instructors, technical dual credit courses are tuition free. High school students should check with their school counselor about technical dual credit options at their high school. Upon completion of a technical degree at Tyler Junior College, the student will have earned an Associate of Applied Science degree.

Early College High School

An Early College High School (ECHS) program represents a collaborative effort between a school district and a community college that must be designated and approved by the Texas Education Agency. The goal of ECHS is to allow students who fit the demographics established by the school district the opportunity to receive a mentored style of educational experience in which they earn college credit as early as the 9th grade. Priority is given to low-income students, first generation college goers, students of color and all who are statistically under-represented in higher education. These schools are small and are designed to allow a student to earn an associate's degree or up to 60 hours of college credit toward a bachelor's degree while completing a high school diploma. Tyler Junior College partners with a designated ECHS program to ensure that all requirements and goals that lead toward the overall success of the program are met in a timely and positive manner. Classes may be taught on either the high school campus or the campus of TJC. Please refer to www.tjc.edu for a complete listing of TJC Early College High School programs.

Academic Degrees

Degrees Offered at Tyler Junior College

Associate of Arts (AA)
Associate of Arts in Teaching (AAT)
Associate of Science (AS)
Associate of Applied Science (AAS)

The Associate of Arts, Associate of Arts in Teaching and Associate of Science degrees are designed for students planning to transfer course credits to a baccalaureate degree program at a college or university. The curriculum suggested in this Catalog will satisfy the requirements of most colleges and universities.

The Associate of Applied Science degree combines general liberal arts courses with specialized, technical courses.

Students should visit with an Academic Advisor to ensure that they take the correct courses for their Associate of Arts, Associate of Arts in Teaching, Associate of Science, or Associate of Applied Science degree program at Tyler Junior College in addition to the major for their chosen transfer college or university. The selection of science, math, and elective credit courses is often based on the requirements of the specific transfer college or university.

Core Curriculum and General Education Philosophy and Rationale

In November 2011, the Texas Higher Education Coordinating Board (THECB) adopted recommendations for a revised Texas Core Curriculum centered on increasing student learning and improving student success. The THECB summarized the guiding philosophy of its core revision in this Statement of Purpose: "Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning."

The General Education Core Curriculum at Tyler Junior College creates a coherent core that provides multiple opportunities to develop the skills, foundational knowledge, and principles expressed in the Statement of Purpose. The General Education core courses share a uniform set of

expectations, competencies, definitions, and guidelines in the areas of Critical Thinking, Communication, and Empirical and Quantitative Skills, as well as Teamwork, Social Responsibility, and Personal Responsibility.

The knowledge and skills that Tyler Junior College students gain from the General Education Core Curriculum should prepare them to lead lives as informed citizens, productive workers, and lifelong learners. See the Tyler Junior College *General Education Student Guide*.

Core Completion

Students who complete the core curriculum for the AA degree, AS degree or an area of emphasis will have a notation on their transcript showing core completion.

1. The core curriculum requirements for the Associate of Arts or Associate of Science degree include:

Foundational Component Area

Communications 010
(Select two courses; 6 credit hours):
ENGL 1301 AND SPCH 1315 or 1321

Mathematics 020
(Select one course; 3 credit hours minimum; additional hour will apply to degree requirement):
MATH 1314, 1316, 1324, 1332, 1342, 1414, 1442, 2413

Life and Physical Sciences 030
(Select two courses; 6 credit hours minimum; additional 2 hours will apply to degree requirement):
BIOL 1406, 1407, 1408, 1409, 1411, 2401, 2402, 2406, CHEM 1405, 1406, 1411, 1412, GEOL 1401, 1403, 1404, PHYS 1401, 1403, 1404, 1405, 2425, 2426

Language, Philosophy & Culture 040
(Select one course; 3 credit hours):
ENGL 2332, 2333, HUMA 1301, PHIL 1301, 2306

Creative Arts 050
(Select one course; 3 credit hours):
ARTS 1301, DANC 2303, DRAM 1310, MUSI 1306

American History 060 (Select two courses; 6 credit hours):
HIST 1301 AND HIST 1302 or 2301

Government/Political Science 070
(6 credit hours):**
GOVT 2305, 2306

Social and Behavioral Sciences 080
(Select one course; 3 credit hours):
ECON 2301, PSYC 2301, 2314, SOCI 1301

Component Area Option 090
(Select two courses; 6 credit hours):
EDUC 1300 AND ENGL 1302 or 2311 †

Core Total: 42 credit hours

*** Students transferring six hours of Government from out-of-state must take GOVT 2107.*

† Students should choose ENGL 1302 or 2311 based on senior college requirements.

2. Complete courses listed in one of the areas of emphasis.

Students who intend to transfer to a university and seek the baccalaureate degree should consult with their advisor, inquire about the receiving university's course requirements, and develop a degree plan accordingly.

Work with the academic advisor for your major to request any course substitutions needed for your senior institution or associate degree plan. Course waivers/substitutions must be approved by the appropriate department chair and instructional dean.

Some degrees do not require completion of the core. Fields of study supplant core requirements.

Collaborations with other Colleges and Universities

The educational goal of many Tyler Junior College students is successful transfer from TJC into a baccalaureate program at another institution. Facilitating the transfer process for these students is a part of the mission of TJC. Several programs are in place to accommodate the needs of transferring students.

Statewide programs include the Field of Study Curriculum and Transfer Compacts. Both of these programs aid in the transfer of courses within specific majors. Field of Study curricula are designed to complete the first two years of study within a designated major offered at a Texas public college or university with the courses successfully completed at Tyler Junior College. Transfer Compacts guide students to the most appropriate courses for select majors without changing the curriculum of the four-year institution receiving the transfer student.

In addition to these statewide programs, Tyler Junior College seeks to collaborate with numerous four-year colleges and universities on an individual basis to create articulated agreements with the intent of providing a seamless transition from TJC to the student's chosen institution. These agreements vary in their terms depending upon the partnering college or university, but the ultimate goal of each is to facilitate the transfer of students.

Field of Study Curriculum

Field of study curriculum, mandated in the Senate Bill 148 of the 75th Texas Legislature (1997), facilitates free transferability of lower-division academic courses among Texas public colleges and universities. Field of study curricula are defined by SB 148 as "a set of courses that will satisfy the lower-division requirements for a bachelor's degree in a specific academic area at a general academic teaching institution." The Texas Higher Education Coordinating Board is responsible for developing and approving academic courses that fulfill the lower-division requirements for majors that correspond to the field of study.

Students who successfully complete a Tyler Junior College field of study curriculum can transfer that block of courses to any Texas public college or university. The field of study curriculum is substituted for that institution's lower-division requirements of the degree program for the

field of study into which the students transfer. The students receive full academic credit toward the degree program of the block of courses transferred. Course substitutions cannot be made in a "field of study" curriculum. Since the field of study curriculum does not include all of the core curriculum requirements, students must complete those courses at the transfer institution. Students who transfer without completing the TJC field of study curriculum receive academic credit for their coursework but must complete the transfer institution's field of study requirements.

TJC offers the following Coordinating Board approved fields of study: Business, Communications, Computer Science, Criminal Justice and Music.

Engineering Transfer Compact

The Voluntary Mechanical Engineering Transfer Compact has been expanded to include additional disciplines of engineering. It is now part of the Texas Voluntary Transfer Compacts for Engineering, which, along with the Voluntary Transfer Compacts for Biology and Chemistry, are voluntary agreements among institutions of higher education within the State of Texas. Their purpose is to foster enhanced transfer processes for students pursuing bachelor's degrees in civil, electrical, industrial, or mechanical engineering, and to increase the number and preparedness of students matriculating from a two-year engineering pre-engineering program (PMENG) at community colleges into a baccalaureate engineering program at four-year universities. The intention of these transfer compacts is not to change the curriculum of a four-year institution. The intention of these agreements is to provide guidance to students with respect to what courses offer the best mechanism for obtaining a bachelor's degree in one of these disciplines of engineering.

Articulation Agreements

Tyler Junior college has several articulation agreements already in place for the benefit of our transferring students. For instance, as a part of the **Baylor Bound** program, Tyler Junior College students will experience the benefit of directly mapped courses, moving the student seamlessly from an associate degree at TJC to a baccalaureate degree at Baylor University, and with coordinated advising on both campuses.

Similarly, students who wish to transfer to the University of Texas at Tyler (UTT) may follow one of the articulated **Patriot Pathways** for both academic transfer degrees and applied science degrees and take advantage of a seamless transfer process in which programs are begun at TJC and completed at UTT with no loss of coursework. In addition, students choosing to transfer to UTT enjoy the benefit of a transfer center located on the TJC campus and staffed by UTT personnel. Students may check with their TJC Academic Advisor or the UTT Transfer Center in Jenkins Hall for information regarding transfer opportunities with UTT.

Through articulation with **Texas Women's University** (TWU), students enrolled in a dental hygiene program at TJC may simultaneously pursue a Bachelor of Science in Dental Hygiene at TWU. The articulation of these programs significantly shortens the student's time to completion of a BSDH degree.

Upon graduation with an Associate of Applied Science degree from Tyler Junior College, a student may pursue a Bachelor of Applied Arts and Sciences degree via articulated agreements with **Texas A&M-Commerce** (TAMU-C) and **Stephen F. Austin State University** (SFASU). Articulation also facilitates the transfer of TJC students into a Bachelor of General Studies at TAMU-C. Courses required to complete a Bachelor of Social Work are offered by SFASU on the TJC campus, thus allowing students to move seamlessly from an associate degree to a bachelor degree without ever leaving Tyler Junior College.

A listing of current articulation agreements is available on the TJC website and will be updated as future agreements are completed. For more information, students may contact the TJC University Transfer Center or the Office of Academic Advising, both in Rogers Student Center.

Areas of Emphasis for Degrees and Certificates

Listed here are the "areas of emphasis" for specific degrees and certificates available from Tyler Junior College with their suggested curriculum plans detailed on the pages following (in alphabetical order by the named area of emphasis). Those degrees designated as "field of study" must be followed exactly as listed. Students are strongly encouraged to seek advisement for course planning from their Academic Advisor or Faculty Advisor. Since senior college requirements differ, Tyler Junior College recommends that all students who plan to transfer check with their senior college regarding transferability of particular classes into degree requirements.

The final responsibility for the selection, scheduling, and satisfactory completion of degree or certificate requirements rests with the student.

Associate of Arts

Areas of emphasis within the Associate of Arts degree are as follows:

Art

Business – *Field of Study*

Communications – *Fields of Study*
– Advertising/Public Relations
– Journalism/Mass Communication
– Radio & Television Broadcasting/Broadcast Journalism
– Speech

Criminal Justice – *Field of Study*

Dance

Economics

English

Foreign Language

General Studies

Government

History

Music – *Field of Study*

Musical Theatre

Psychology

Social Work

Sociology

Theatre

Associate of Arts in Teaching

Areas of emphasis within the Associate of Arts in Teaching degree are as follows:

Education

– EC - 6/4-8 Grade Levels; EC-12 Special Education

– 8-12 Grade Levels

Associate of Science Degrees

Areas of emphasis within the Associate of Science degree are as follows:

Biology

Chemistry

Computer Science – *Field of Study*

Engineering

Environmental Science

General Studies

Geology

Health and Kinesiology
– Athletic Training
– Health Studies
– Kinesiology
– Outdoor Leadership

Mathematics

Physics

Science

Associate of Applied Science

Tyler Junior College offers the AAS degree to students completing required courses in the following programs:

Automotive Technology

Business Management

Child Development/Early Childhood

Communications:
Multimedia Marketing and Production

Computer Information Systems
– System Administration
– WAN Technology

Criminal Justice Law Enforcement Investigations

Dental Hygiene

Diagnostic Medical Sonography

Electrical/Electronic Controls Technology

Emergency Medical Service Professions

Engineering Design Technology
– Engineering Design Technology
– Process Piping Design

Fire Protection Technology

Game and Simulation Development
– Graphics
– Programming

Health and Medical Administrative Services
– Health Information Technology
– Healthcare Administration*
– Medical Office Management

Heating, Air Conditioning and Refrigeration Technology

Human Services: Addiction Counseling

Medical Laboratory Technology

Nursing
– Associate Degree Nursing (ADN)
– LVN–ADN Transition
– Paramedic–ADN Transition

Occupational Therapy Assistant

Paralegal

Physical Therapist Assistant

Power Plant Technology

Professional Tennis Management

Public Administration

Radiologic Technology

Respiratory Care

Sign Language Interpreting

Surgical Technology

Surveying and Mapping Technology

Visual Communications
– Visual Communications
– Web Development

Welding Technology

Wellness and Exercise Specialist

Allied health students must contact the department chair or Academic Advisor for specific application information and deadlines. See the Special Admissions and/or Selective Admissions sections of this *Catalog.*

General Education Courses

Every Associate of Applied Science degree plan must contain 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Certificate Options

Automotive Technology
– Engine Performance
– Chassis and Drive Train

Business Management
– Bookkeeping
– Management Specialty Leadership
– Real Estate
– Retail Management
– Small Business

Child Development/Early Childhood
– Child Development/Early Childhood
– Administrator's Credential
– Infant and Toddler Caregiver
– Preschool Teaching
– Marketable Skills Achievement Award/The Early Childhood Professional

Communications: Multimedia Marketing and Production
– Media Sales
– Media Technology

Computer Information Systems
– System Administration
– Advanced System Administration
– Desktop Support Technician
– WAN Technology

Dental Assisting

Diagnostic Medical Sonography
– Vascular Technology†

Electrical/Electronic Controls Technology

Emergency Medical Service Professions
– Paramedic Option†

Engineering Design Technology
– Computer-Aided Drafting

Fire Protection
– Level I
– Level II

Game and Simulation Development
– Game Design

Heating, Air Conditioning and Refrigeration
– Air Conditioning
– Commercial Refrigeration

Human Services
– Addiction Counseling
– Community Health Worker

Medical Laboratory Technology
– Marketable Skills Achievement Award in Clinical/Medical Laboratory Assistant

Medical Office Management
– Medical Office Management
– Medical Insurance Coding Specialist

Nursing, Vocational (VNE)†

Power Plant Technology

Professional Tennis Management

Public Administration
– Public Administration
– Marketable Skills Achievement Award in Public Administration
– Marketable Skills Achievement Award in Public Administration Leadership

Respiratory Care
– Polysomnography

Sign Language Interpreting
– Sign Language Interpreting
– ASL Skills

Surgical Technology†

Surveying and Mapping Technology

Vision Care Technology†

Visual Communications
– Graphic Design
– Photography
– Web Development

Welding Technology
– Entry Level
– Advanced Level

Wellness and Exercise Specialist

† *In these health science programs, Certificates of Proficiency will only be awarded provided each required course is completed with a minimum grade of "C."*

**Pending SACS approval.*

***Pending THECB approval*

It is the students' responsibility to make sure the classes listed in their specific degree plan will transfer to the receiving institution. If not, then schedule an appointment with an Academic Advisor at Tyler Junior College.

Degree/ Certificate Plans

Tyler Junior College Core Curriculum*

The Core Curriculum at Tyler Junior College provides students with a solid foundation of knowledge and academic skills which will assist them throughout life. Students planning to continue their education toward a baccalaureate degree can complete core curriculum courses designed to provide a sound background in the liberal arts. Students who successfully complete the Tyler Junior College core curriculum can transfer that block of courses to any Texas public college or university. Articulation agreements with other Texas colleges and universities mean seamless transfer.

TJC Core requirements are in 3-hour increments. However, some core courses offered, such as Mathematics and Life and Physical Sciences, are 4-hour classes. Any overflow (extra) hours above the required Core of 42 hours will meet degree requirements.

Communications Core (6 hrs)

ENGL 1301 Composition I*
SPCH 1315 Public Speaking ***OR***
SPCH 1321 Business & Professional Communication

Mathematics Core (3 hrs)

MATH 1314 College Algebra
MATH 1316 Plane Trigonometry
MATH 1324 Mathematics for Business & Social Sciences I
MATH 1332 Contemporary Mathematics I
MATH 1342 Elementary Statistical Methods
MATH 1414 College Algebra
MATH 1442 Elementary Statistical Methods
MATH 2413 Calculus I

Life and Physical Sciences Core (6 hrs)*

BIOL 1406 Biology for Science Majors I
BIOL 1407 Biology for Science Majors II
BIOL 1408 Biology for Non-Science Majors I
BIOL 1409 Biology for Non-Science Majors II
BIOL 1411 General Botany
BIOL 2401 Anatomy & Physiology I
BIOL 2402 Anatomy & Physiology II
BIOL 2406 Environmental Biology
CHEM 1405 Introductory Chemistry I
CHEM 1406 Introductory Chemistry I-Allied Health Emphasis
CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
GEOL 1401 Earth Science
GEOL 1403 Physical Geology
GEOL 1404 Historical Geology
PHYS 1401 College Physics I
PHYS 1403 Stars and Galaxies
PHYS 1404 Solar System
PHYS 1405 Elementary Physics I
PHYS 2425 University Physics I
PHYS 2426 University Physics II

Language, Philosophy and Culture Core (3 hrs)

ENGL 2332 World Literature I
ENGL 2333 World Literature II
HUMA 1301 Introduction to the Humanities I
PHIL 1301 Introduction to Philosophy
PHIL 2306 Introduction to Ethics

Creative Arts Core (3 hrs)

ARTS 1301 Art Appreciation
DANC 2303 Dance Appreciation I
DRAM 1310 Introduction to Theater
MUSI 1306 Music Appreciation

American History Core (6 hrs)

HIST 1301 United States History I*
HIST 1302 United States History II ***OR***
HIST 2301 Texas History

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

ECON 2301 Principles of Macroeconomics
PSYC 2301 General Psychology
PSYC 2314 Lifespan Growth & Development
SOCI 1301 Introductory Sociology

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework*
ENGL 1302 Composition II ***OR***
ENGL 2311 Technical & Business Writing

*Institution requires all core complete students to take ENGL 1301, HIST 1301, EDUC 1300 and two lab sciences.

For a semester plan to determine suggested sequencing of coursework completion, consult Degree Works located in Apache Access, TJC Advising staff or the appropriate program chair.

Art

Associate of Arts

The Associate of Arts degree with an emphasis in art provides the first two years of a liberal arts education and prepares the student with a sound artistic foundation required to successfully pursue an art degree at an upper-level institution.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Art$^{\Delta}$

ARTS 1311 Design I
ARTS 1312 Design II
ARTS 1316 Drawing I
ARTS 1303 Art History I
ARTS 1304 Art History II
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

Automotive Technology

Associate of Applied Science†

Automotive program courses will enable the participant to seek employment as an entry-level technician.

The curriculum is designed to meet and/or exceed National Automotive Technicians Education Foundation (NATEF) standards. The program prepares the successful student to achieve ASE certification.

This is a specialized admissions program. Please see an academic advisor, program professor, or the department chair for details.

Semester I

AUMT 1407 Automotive Electrical Systems
AUMT 1419 Automotive Engine Repair
ENGL 1301 Composition I
AUMT 1305 Introduction to Automotive Technology

Semester II

AUMT 2434 Automotive Engine Performance Analysis II
AUMT 2417 Automotive Engine Performance Analysis I
MATH 1314 College Algebra *OR*
MATH 1332 Contemporary Mathematics I
SOCI 1301 Introductory Sociology *OR*
PSYC 2301 General Psychology

Summer I

AUMT 1445 Automotive Climate Control Systems

Summer II

AUMT 2357 Automotive Alternative Fuels

Semester III

PHIL 2306 Introduction to Ethics
SPCH 1321 Business & Professional Communication
AUMT 1416 Automotive Suspension and Steering Systems
AUMT 1410 Automotive Brake Systems

Semester IV

AUMT 2413 Automotive Drive Train and Axles
AUMT 2425 Automotive Automatic Transmission and Transaxle
AUMT 2380 Cooperative Education - Automobile/Automotive Mechanics Technology/Technician

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

†For the automotive technology degree program:

NOTE: Applicants must meet the admission requirements for TJC, meet minimum standards on the TSI Assessments in reading, writing, and math, and achieve a minimum score on the Bennett Mechanical Comprehension Test.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend automotive orientation.

Students are required to furnish their own tools. (See an academic advisor, program professor, or the department chair for required tool list.)

Automotive Technology
Engine Performance†

Certificate of Proficiency

This is a specialized admissions program. Please see an academic advisor, program professor, or the department chair for details.

Semester I

AUMT 1419 Automotive Engine Repair
AUMT 1305 Introduction to Automotive Technology
AUMT 1407 Automotive Electrical Systems

Semester II

AUMT 2417 Automotive Engine Performance Analysis I
AUMT 2434 Automotive Engine Performance Analysis II

Summer

AUMT 1445 Automotive Climate Control Systems

Total Semester Hours—23

†For automotive technology certificate programs:

NOTE: Applicants must meet the admission requirements for TJC and achieve a minimum score on the Bennett Mechanical Comprehension Test.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend automotive orientation.

Students are required to furnish their own tools. (See an academic advisor, program professor, or the department chair for required tool list.)

Automotive Technology
Chassis and Drive Train†

Certificate of Proficiency

This is a specialized admissions program. Please see an academic advisor, program professor, or the department chair for details.

Semester I

AUMT 1305 Introduction to Automotive Technology
AUMT 1407 Automotive Electrical Systems
AUMT 1410 Automotive Brake Systems
AUMT 1416 Automotive Suspension and Steering Systems

Semester II

AUMT 2425 Automotive Automatic Transmission and Transaxle
AUMT 2413 Automotive Drive Train and Axles

Total Semester Hours—23

†For automotive technology certificate programs:

NOTE: Applicants must meet the admission requirements for TJC and achieve a minimum score on the Bennett Mechanical Comprehension Test.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

All new students are required to attend automotive orientation.

Students are required to furnish their own tools. (See an academic advisor, program professor, or the department chair for required tool list.)

Biology

Associate of Science

The Associate of Science degree in biology is intended to provide students with the first two years of college biology education. To receive the degree, the student must (a) make a minimum grade of "C" in all required math and science courses, and (b) have an overall GPA of 2.0 or greater.

The Associate of Science degree in biology is suitable for students interested in careers in the health professions that require an advanced degree, for example: medicine, dentistry, occupational therapy, optometry, pharmacy, physical therapy, physician assistant and veterinary medicine. **Students interested in one of these pre-professional areas are encouraged to meet with a TJC academic advisor and an advisor at their intended transfer institution to review course requirements and customize their degree plan accordingly.**

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Biology[Δ]

Choose 4:
BIOL 1406 Biology for Science Majors I ***OR***
BIOL 1407 Biology for Science Majors II ***OR***
CHEM 1411 General Chemistry I ***OR***
CHEM 1412 General Chemistry II ***OR***
PHYS 1401 College Physics I+ ***OR***
PHYS 1402 College Physics II+

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

+For the health professions, an alternative course may be used only if it meets the pre-requisites of the professional program and has the approval of the biology department chair.

Business

Associate of Arts — Field of Study

The mission of the Business program is to meet the needs of students planning to transfer to a four-year Institution by offering comprehensive accounting and business courses and adhering to the state approved Field of Study in Business degree plan. Students majoring in business specialty fields such as accounting, business administration, entrepreneurship, finance, international business, management or marketing should follow this curriculum. Introductory coursework in accounting, economics, and information systems will be completed to provide the foundation for specialized business study later in the four year BBA degree.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)*

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)*

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Business*

ACCT 2301 Principles of Financial Accounting
ACCT 2302 Principles of Managerial Accounting
ECON 2302 Principles of Microeconomics
MATH 1325 Calculus for Business & Social Sciences
BCIS 1405 Business Computer Applications

Total Semester Hours—60

**From the core choices, ECON 2301 and Math 1314 or 1324 are required for the Business Field of Study..*

MATH 1342 Elementary Statistical Methods is an additional math course required by The University of Texas at Tyler and Stephen F. Austin State University for admission into upper level business curriculums.

Business Management

Associate of Applied Science

The Business Management program provides a quality educational foundation for general business and management. Courses taken are intended to provide necessary job skills to prepare students for jobs in management or for advancement in a variety of businesses. Additionally, opportunities are available for those students wishing to transfer to further their studies. Several exit points for certificates give students a quick path to the workforce while maintaining the ability to complete an AAS in Business Management. The curriculum is an applied and practical course of study that meets the requirements of students preparing for careers in business and management, as well as the needs of returning students who wish to update or acquire new management skills.

Communications

ENGL 1301 Composition I
SPCH 1315 Public Speaking *OR*
SPCH 1321 Business & Professional Communication

Mathematics

MATH 1314 College Algebra *OR*
MATH 1332 Contemporary Mathematics I *OR*
MATH 1342 Elementary Statistical Methods

Language, Philosophy and Culture *OR*

ENGL 2332 World Literature I *OR*

Creative Arts Core

ARTS 1301 Art Appreciation *OR*
DANC 2303 Dance Appreciation I *OR*
DRAM 1310 Introduction to Theater *OR*
MUSI 1306 Music Appreciation

Social and Behavioral Sciences

ECON 2301 Principles of Macroeconomics *OR*
***ECON 2302 Principles of Microeconomics**

Component Area Option

ENGL 1302 Composition II *OR*
ENGL 2311 Technical & Business Writing

Majors Classes in Business Management

BMGT 1327 Principles of Management
COSC 1301 Introduction to Computing
BUSI 1301 Business Principles ***OR***
MRKG 1302 Principles of Retailing
ACNT 1303 Introduction to Accounting I ***OR***
ACCT 2301 Principles of Financial Accounting
MRKG 1311 Principles of Marketing
BUSG 1304 Introduction to Financial Advising
HRPO 2307 Organizational Behavior
ACNT 1311 Introduction to Computerized Accounting
BMGT 2310 Financial Management
BUSG 2309 Small Business Management/Entrepreneurship
BMGT 2309 Leadership
HRPO 2301 Human Resources Management
BMGT 2341 Strategic Management
BMGT 1341 Business Ethics

Total Semester Hours—60

**This course is not part of the Core Curriculum.*

Business Management
Bookkeeping

Certificate of Proficiency

Certificate Classes

ACNT 1303 Introduction to Accounting I
BCIS 1405 Business Computer Applications
HRPO 2307 Organizational Behavior
ACNT 1304 Introduction to Accounting II
ACNT 1329 Payroll and Business Tax Accounting
ACNT 1311 Introduction to Computerized Accounting

Total Semester Hours—19

Business Management
Management Specialty Leadership

Certificate of Proficiency

Certificate Classes

BMGT 1327 Principles of Management
HRPO 2307 Organizational Behavior
HRPO 2301 Human Resource Management
BMGT 2309 Leadership
ENGL 1301 Composition I
SPCH 1321 Business and Professional Speaking ***OR***
SPCH 1315 Public Speaking

Total Semester Hours—18

Business Management
Real Estate

Certificate of Proficiency

Certificate Classes

RELE 1406 Principles of Real Estate
RELE 1211 Law of Contracts
RELE 1200 Contract Forms and Addenda
RELE 1325 Real Estate Mathematics
RELE 1219 Real Estate Finance
RELE 2201 Law of Agency
RELE 2388 Internship - Real Estate

Total Semester Hours—18

Business Management
Retail Management

Certificate of Proficiency

Communications

ENGL 1301 Composition I
SPCH 1315 Public Speaking ***OR***
SPCH 1321 Business & Professional Communication

Certificate Classes

BMGT 1327 Principles of Management
HRPO 2307 Organizational Behavior
MRKG 1311 Principles of Marketing
HRPO 2301 Human Resources Management
ACNT 1303 Introduction to Accounting I ***OR***
ACCT 2301 Principles of Financial Accounting
MRKG 1302 Principles of Retailing
BCIS 1405 Business Computer Applications ***OR***
COSC 1301 Introduction to Computing

Total Semester Hours—27

Business Management

Small Business

Certificate of Proficiency

Certificate Classes

ACNT 1303 Introduction to Accounting I
BMGT 1327 Principles of Management
BUSG 1304 Introduction to Financial Advising
MRKG 1311 Principles of Marketing
BUSG 2309 Small Business Management/Entrepreneurship
BMGT 2310 Financial Management

Total Semester Hours—18

Chemistry

Associate of Science

The Associate of Science degree in chemistry provides students with the first two years of college education needed to complete a bachelor's degree in this field. To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

Chemical engineering majors should refer to the TJC Associate of Science degree plan for engineering majors, but substitute CHEM 2423 & CHEM 2425 for ENGR 2301 & ENGR 2302.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Chemistry$^{\Delta}$

CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II
MATH 2414 Calculus II
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

**From the core choices, CHEM 1411 and 1412 are required for the Chemistry AS degree.*

Child Development/Early Childhood

*Associate of Applied Science**

The Child Development/Early Childhood education program at Tyler Junior College is intended to provide special training and support services for adults who are interested in the early education and care of young children. The program focuses on the practical application of current theory and knowledge in the field of child development and early childhood education. A positive outcome of such experiences is an early childhood professional who is capable of providing a safe and nurturing environment that promotes physical, social, emotional, and cognitive development of young children.

The two-year Associate of Applied Science degree and Certificate of Proficiency programs offered at Tyler Junior College prepare an individual to be a lead teacher and/or a director of quality early care and education programs. The AAS degree program also provides a foundation for students who desire to pursue further education in the fields of Child Development, Family Studies and Human Development. The Administrator's Credential, Preschool Teaching Certificate, and the Infant and Toddler Caregiver Certificate programs are designed to provide basic skills and knowledge necessary to obtain employment in the early care and education field.

This program is located on the TJC West Campus. Students are responsible for transportation.

Communications

ENGL 1301 Composition I
SPCH 1315 Public Speaking

Mathematics

MATH 1314 College Algebra *OR*
MATH 1316 Plane Trigonometry *OR*
MATH 1332 Contemporary Mathematics I

Creative Arts

ARTS 1301 Art Appreciation *OR*
DRAM 1310 Introduction to Theatre *OR*
MUSI 1306 Music Appreciation

Government/Political Science

GOVT 2306 Texas Government

Social and Behavioral Sciences

PSYC 2301 General Psychology

Component Area Option

ENGL 1302 Composition II

Majors Classes in Child Development/Early Childhood

CDEC 1311 Educating Young Children
CDEC 1313 Curriculum Resources for Early Childhood Programs
CDEC 1319 Child Guidance
CDEC 1356 Emergent Literacy for Early Childhood
CDEC 2326 Administration of Programs for Children I
CDEC 1303 Families, School & Community
CDEC 1318 Wellness of the Young Child
CDEC 1321 The Infant and Toddler
CDEC 2328 Administration of Programs for Children II
CDEC 2374 Preschool Children: Learning Environments, Activities and Materials
CDEC 1354 Child Growth and Development
CDEC 1359 Children with Special Needs
CDEC 2384 Cooperative Education - Child Development

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

CDEC courses are offered in a FALL or SPRING semester, therefore a student should verify the course offering schedule with an academic advisor or the CDEC Department Chairperson.

Stephen F. Austin State University and Tyler Junior College child development/early childhood have an articulated agreement to allow students to acquire a Bachelor of Child and Family Development degree.
Tyler Junior College will deliver lower-level courses while Stephen F. Austin State University will deliver upper-level courses, including at least six hours of the minor in Human Sciences. Students wishing to transfer must meet Stephen F. Austin State University admission requirements.

***Note: Students enrolling in the child development/early childhood program will be subject to a background check.**

Child Development/Early Childhood

Child Development/Early Childhood*

Certificate of Proficiency

This program is located on the TJC West Campus. Students are responsible for transportation.

Communications

SPCH 1315 Public Speaking

Creative Arts

ARTS 1301 Art Appreciation *OR*
DRAM 1310 Introduction to Theatre *OR*
MUSI 1306 Music Appreciation

Certificate Classes

CDEC 1311 Educating Young Children
CDEC 1313 Curriculum Resources for Early Childhood Programs
CDEC 1319 Child Guidance
CDEC 1354 Child Growth and Development
CDEC 2326 Administration of Programs for Children I
CDEC 1303 Families, School & Community
CDEC 1318 Wellness of the Young Child
CDEC 1356 Emergent Literacy for Early Childhood
CDEC Elective
CDEC 2384 Cooperative Education - Child Development

Total Semester Hours—36

Courses titled in **bold type** *represent general education requirements.*

CDEC courses are offered in a FALL or SPRING semester, therefore a student should verify the course offering schedule with an academic advisor or the CDEC Department Chairperson.

***Note: Students enrolling in the child development/early childhood program will be subject to a background check.**

Child Development/Early Childhood

Administrator's Credential*

Certificate of Proficiency

This program is located on the TJC West Campus. Students are responsible for transportation.

Certificate Classes

CDEC 1311 Educating Young Children
CDEC 1313 Curriculum Resources for Early Childhood Programs
CDEC 2326 Administration of Programs for Children I
CDEC 1319 Child Guidance
CDEC 1318 Wellness of the Young Child
CDEC 1303 Families, School & Community
CDEC 2328 Administration of Programs for Children II
CDEC 1356 Emergent Literacy for Early Childhood

Total Semester Hours—24

CDEC courses are offered in a FALL or SPRING semester, therefore a student should verify the course offering schedule with an academic advisor or the CDEC Department Chairperson.

***Note: Students enrolling in the child development/early childhood program will be subject to a background check.**

Child Development/Early Childhood
Infant and Toddler Caregiver*

Certificate of Proficiency

This program is located on the TJC West Campus. Students are responsible for transportation.

Certificate Classes

CDEC 1311 Educating Young Children
CDEC 1313 Curriculum Resources for Early Childhood Programs
CDEC 1319 Child Guidance
CDEC 2326 Administration of Programs for Children I
CDEC 1303 Families, School & Community
CDEC 1318 Wellness of the Young Child
CDEC 1321 The Infant and Toddler
CDEC 1356 Emergent Literacy for Early Childhood

Total Semester Hours—24

CDEC courses are offered in a FALL or SPRING semester, therefore a student should verify the course offering schedule with an academic advisor or the CDEC Department Chairperson.

***Note: Students enrolling in the child development/early childhood program will be subject to a background check.**

Child Development/Early Childhood
Preschool Teaching*

Certificate of Proficiency

This program is located on the TJC West Campus. Students are responsible for transportation.

Certificate Classes

CDEC 1311 Educating Young Children
CDEC 1313 Curriculum Resources for Early Childhood Programs
CDEC 1319 Child Guidance
CDEC 2326 Administration of Programs for Children I
CDEC 1303 Families, School & Community
CDEC 1318 Wellness of the Young Child
CDEC 2374 Preschool Children: Learning Environments, Activities and Materials
CDEC 1356 Emergent Literacy for Early Childhood

Total Semester Hours—24

CDEC courses are offered in a FALL or SPRING semester, therefore a student should verify the course offering schedule with an academic advisor or the CDEC Department Chairperson.

***Note: Students enrolling in the child development/early childhood program will be subject to a background check.**

Child Development/Early Childhood

The Early Childhood Professional*

Marketable Skills Achievement Award

This program is located on the TJC West Campus. Students are responsible for transportation.

Certificate Classes

CDEC 1311 Educating Young Children
CDEC 1318 Wellness of the Young Child
CDEC 1354 Child Growth and Development
CDEC 1356 Emergent Literacy for Early Childhood

Total Semester Hours—12

CDEC courses are offered in a FALL or SPRING semester, therefore a student should verify the course offering schedule with an academic advisor or the CDEC Department Chairperson.

***Note: Students enrolling in the child development/early childhood program will be subject to a background check.**

Communications

Advertising/Public Relations

Associate of Arts — Field of Study

The Associate of Arts degree provides students with the first two years of liberal arts education with an emphasis on advertising/public relations.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Communications: Advertising/Public Relations

COMM 1307 Introduction to Mass Communication
COMM 1335 Introduction to Electronic Media
COMM 2311 Media Writing
COMM 1129 News Publications I
COMM 2305 Editing and Layout
COMM 2327 Introduction to Advertising ***OR***
COMM 2330 Introduction to Public Relations

Total Semester Hours—60

Communications
Journalism/Mass Communication

Associate of Arts — Field of Study

The Associate of Arts degree provides students with the first two years of a liberal arts education with an emphasis on journalism.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Communications: Journalism/Mass Communication

COMM 1307 Introduction to Mass Communication
COMM 1335 Introduction to Electronic Media
COMM 2311 Media Writing
COMM 1129 News Publications I
COMM 2305 Editing and Layout
COMM 2315 News Reporting

Total Semester Hours—60

Communications
Multimedia Marketing and Production

Associate of Applied Science

The Associate of Arts degree provides students with the first two years of a liberal arts education with an emphasis on multimedia marketing and production.

Communications Core

ENGL 1301 Composition I
SPCH 1321 Business and Professional Communications

Mathematics Core

MATH 1314 College Algebra ***OR***
MATH 1324 Mathematics for Business & Social Sciences I ***OR***
MATH 1332 Contemporary Mathematics I ***OR***
MATH 1342 Elementary Statistical Methods

Creative Arts Core

ARTS 1301 Art Appreciation ***OR***
DRAM 1310 Introduction to Theater ***OR***
MUSI 1306 Music Appreciation

Social and Behavioral Sciences Core

ECON 2301 Principles of Macroeconomics ***OR***
PSYC 2301 General Psychology ***OR***
SOCI 1301 Introductory Sociology

Major in Communications: Multimedia Marketing and Production

COMM 1307 Introduction to Mass Communication
COMM 1335 Introduction to Electronic Media
COMM 2303 Audio Production
IMED 1301 Introduction to Digital Media
COMM 2332 Radio/Television News
RTVB 2351 Programming for Radio and TV
ARTC 1305 Basic Graphic Design
RTVB 2330 Film and Video Editing
COMM 2330 Introduction to Public Relations
IMED 1316 Web Design I
COMM 2327 Introduction to Advertising
RTVB 1345 Broadcast Engineering
RTVB 2339 Broadcast Sales
MRKG 1311 Principles of Marketing
RTVB 2386 Internship Radio and Television

Total Semester Hours—60

Communications
Media Sales

Certificate

Certificate Classes

COMM 1307 Introduction to Mass Communication
COMM 1335 Introduction to Electronic Media
MRKG 1311 Principles of Marketing
IMED 1316 Web Design I
COMM 2330 Introduction to Public Relations
ARTC 1305 Basic Graphic Design
COMM 2327 Introduction to Advertising
RTVB 2339 Broadcast Sales
RTVB 2351 Programming for Radio and TV
COMM 2389 Academic Cooperative

Total Semester Hours—30

Communications
Media Technology

Certificate

Certificate Classes

COMM 1307 Introduction to Mass Communication
COMM 1335 Introduction to Electronic Media
IMED 1316 Web Design I
COMM 2303 Audio Production
ARTC 1305 Basic Graphic Design
COMM 2332 Radio/Television News
RTVB 2330 Film and Video Editing
RTVB 1345 Broadcast Engineering
RTVB 2351 Programming for Radio and TV
COMM 2389 Academic Cooperative

Total Semester Hours—30

Communications
Radio & Television Broadcasting/ Broadcast Journalism

Associate of Arts — Field of Study

The Associate of Arts degree provides students with the first two years of a liberal arts education with an emphasis on radio and television broadcasting/broadcast journalism.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Communications: Radio & Television Broadcasting/Broadcasting Journalism

COMM 1307 Introduction to Mass Communication
COMM 1335 Introduction to Electronic Media
COMM 2303 Audio Production
COMM 2311 Media Writing
COMM 1129 News Publications I
COMM 2332 Radio/Television News

Total Semester Hours—60

Communications
Speech

Associate of Arts — Field of Study

The Associate of Arts degree provides students with the first two years of a liberal arts education with an emphasis in speech.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Communications: Speech[Δ]

Select 4:
SPCH 1311 Introduction to Speech Communications ***OR***
SPCH 1315 Public Speaking ***OR***
SPCH 1318 Interpersonal Communication ***OR***
SPCH 1321 Business & Professional Communication ***OR***
SPCH 1342 Voice & Diction ***OR***
SPCH 2333 Discussion and Small Group Communication ***OR***
SPCH 2341 Oral Interpretation
SPCH 1144 Forensic Activities I
SPCH 1145 Forensic Activities II
SPCH 2144 Forensic Activities III
SPCH 2145 Forensic Activities IV

Total Semester Hours—60

Δ*Classes chosen in major must be different from courses used for Core requirements.*

Computer Information Systems

System Administration

Associate of Applied Science

The College provides students with both entry and advanced computer skills and a continued path of education to meet current and future job responsibilities. Computer information systems offers high-quality instruction in current networking technology, current generation hardware, and state-of-the-art software in several specialization options. These options include general computer skills, networking technologies [which provides industry-certified training (Microsoft and Cisco Systems) in computer networks] and information systems technical support.

The department also conducts the four computer science courses in the computer science field of study for students planning to pursue a Bachelor of Computer Science degree at a higher-education institution in Texas.

Communications

ENGL 1301 Composition I
SPCH 1321 Business & Professional Communication

Mathematics

MATH 1332 Contemporary Mathematics I *OR*
MATH 1342 Elementary Statistical Methods *OR*
MATH 1350 Fundamentals of Mathematics I *OR
MATH 1351 Fundamentals of Mathematics II *OR
MATH 1314 College Algebra *OR*
MATH 1316 Plane Trigonometry *OR*
MATH 1324 Mathematics for Business and Social Sciences

Language, Philosophy and Culture *OR*

ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics *OR*

Creative Arts Core

ARTS 1301 Art Appreciation *OR*
DANC 2303 Dance Appreciation I *OR*
DRAM 1310 Introduction to Theater *OR*
MUSI 1306 Music Appreciation

Component Area Option

EDUC 1300 Learning Framework

Majors Classes in CIS: System Administration

CPMT 1311 Introduction to Computer Maintenance
ITSC 1305 Introduction to PC Operating Systems***
ITNW 1325 Fundamentals of Networking Technologies
ITMT 1371 Installing and Configuring Windows 7***
COSC 1301 Introduction to Computing
ITMT 1373 Installing and Configuring Windows 8***
CPMT 1347 Computer Systems Peripherals
EECT 1300 Technical Customer Service
ITMT 1372 Enterprise Desktop Support Technician ***
ITMT 2370 Installing and Configuring Windows Server 2012
ITMT 2371 Administering Windows Server 2012
ITMT 2372 Configuring Advanced Windows Server 2012 Services
ITSC 2386 Internship—Computer and Information Sciences, General**
ITSY 1300 Fundamentals of Information Security
ITSE 1359 Introduction to Scripting Languages

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

**This course is not part of the Core Curriculum.*

**With department approval, students can substitute ITNW 2354.

***Course is offered in 8-week terms only.

Computer Information Systems
System Administration

Certificate of Proficiency

Certificate Classes

ITSC	1305 Introduction to PC Operating Systems***
ITNW	1325 Fundamentals of Networking Technologies
ITMT	1371 Installing and Configuring Windows 7 ***
CPMT	1311 Introduction to Computer Maintenance
ITMT	1373 Installing and Configuring Windows 8***
ITMT	1372 Enterprise Desktop Support Technician ***
ITMT	2370 Installing and Configuring Windows Server 2012
ITSE	1359 Introduction to Scripting Languages
ITMT	2371 Administering Windows Server 2012
ITMT	2372 Configuring Advanced Windows Server 2012 Services
ITSC	2386 Internship—Computer and Information Sciences, General**
ITSY	1300 Fundamentals of Information Security

Total Semester Hours—36

**With department approval, students can substitute ITNW 2354.

***Course is offered in 8-week terms only.

Computer Information Systems
Advanced System Administration

Enhanced Skills Certificate

Certificate Classes

ITSC	1316 Linux Installation and Configuration***
ITSC	2325 Advanced Linux***
ITNW	1313 Computer Virtualization***
ITNW	2370 Network Storage Technology***

Total Semester Hours—12

****Course is offered in 8-week terms only.*

Computer Information Systems
Desktop Support Technician

Certificate of Proficiency

Certificate Classes

COSC 1301 Introduction to Computing ***OR***
ITSC 1309 Integrated Software Applications I
ITSC 1305 Introduction to PC Operating Systems***
ITMT 1371 Installing and Configuring Windows 7***
ITNW 1325 Fundamentals of Networking Technologies
CPMT 1311 Introduction to Computer Maintenance
ITMT 1372 Enterprise Desktop Support Technician ***
ITMT 1373 Installing and Configuring Windows 8***
CPMT 1347 Computer System Peripherals
EECT 1300 Technical Customer Service
ITSC 2386 Internship-Computer and Information Sciences, General

Total Semester Hours—30

***Course is offered in 8-week terms only.

Computer Information Systems
WAN Technology

Associate of Applied Science

Communications

ENGL 1301 Composition I
SPCH 1321 Business & Professional Communication

Mathematics

MATH 1332 Contemporary Mathematics I *OR*
MATH 1342 Elementary Statistical Methods *OR*
MATH 1350 Fundamentals of Mathematics I *OR
MATH 1351 Fundamentals of Mathematics II *OR
MATH 1314 College Algebra *OR*
MATH 1316 Plane Trigonometry *OR*
MATH 1324 Mathematics for Business and Social Sciences

Language, Philosophy and Culture *OR*

ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics *OR*

Creative Arts Core

ARTS 1301 Art Appreciation *OR*
DANC 2303 Dance Appreciation I *OR*
DRAM 1310 Introduction to Theater *OR*
MUSI 1306 Music Appreciation

Component Area Option

EDUC 1300 Learning Framework

Majors Classes in CIS: WAN Technology

ITSC 1305 Introduction to PC Operating Systems***
ITMT 1371 Installing and Configuring Windows 7 ***
COSC 1301 Introduction to Computing
ITNW 1325 Fundamentals of Networking Technologies
CPMT 1311 Introduction to Computer Maintenance
ITMT 1372 Enterprise Desktop Support Technician ***
ITMT 1373 Installing and Configuring Windows 8***
EECT 1300 Technical Customer Service
CPMT 1347 Computer Systems Peripherals
ITCC 1301 Cisco Exploration 1-Network Fundamentals***
ITCC 1304 Cisco Exploration 2-Routing Protocols and Concepts***
ITCC 2308 Cisco Exploration 3— LAN Switching and Wireless***
ITCC 2310 Cisco Exploration 4— Accessing the WAN***
ITSY 1300 Fundamentals of Information Security
ITSC 2386 Internship—Computer and Information Sciences, General

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

**This course is not part of the Core Curriculum.*

***Course is offered in 8-week terms only.

Computer Information Systems
WAN Technology

Certificate of Proficiency

Certificate Classes

ITSC	1305 Introduction to PC Operating Systems***
ITMT	1371 Installing and Configuring Windows 7 ***
ITNW	1325 Fundamentals of Networking Technologies
ITMT	1373 Installing and Configuring Windows 8***
ITMT	1372 Enterprise Desktop Support Technician ***
CPMT	1311 Introduction to Computer Maintenance
ITCC	1301 Cisco Exploration 1—Network Fundamentals***
CPMT	1347 Computer Systems Peripherals
ITCC	1304 Cisco Exploration 2— Routing Protocols and Concepts***
ITCC	2308 Cisco Exploration 3— LAN Switching and Wireless***
ITCC	2310 Cisco Exploration 4— Accessing the WAN***
ITSC	2386 Internship—Computer and Information Sciences, General

Total Semester Hours—36

***Course is offered in 8-week terms only.

Computer Science

Associate of Science — Field of Study

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Computer Science[A]

Select 3:
COSC 1336 Programming Fundamentals I ***OR***
COSC 1337 Programming Fundamentals II ***OR***
COSC 2325 Computer Organization ***OR***
MATH 2414 Calculus II
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

From the core choices, MATH 2413, MATH 2414, PHYS 2425 and PHYS 2426 are required for the Computer Science field of study.

Notes:

1. COSC 1336 and 1337 are preparatory and sequential in nature; however, not all courses are required for the computer science major at all universities, but may apply to general degree requirements

a. COSC 1336 is not part of the computer science major requirements at The University of Texas at Austin, The University of Texas at Arlington, The University of Texas at Dallas, and Texas A&M University.

b. COSC 1337 is not part of the computer science major requirements at The University of Texas at Austin. Preparatory courses such as COSC 1336 and 1337 will assist students needing additional background but do not apply toward the computer science major requirements.

2. COSC 2325 is not part of the computer science major requirements at The University of Texas at Austin or Texas A&M University, but may be applied to general degree requirements.

3. It is recommended that students complete the math sequence, physics sequence, and computer science sequence at the same institution to reduce the likelihood of potential gaps in the curriculum.

Criminal Justice

Associate of Arts — Field of Study

It is the mission of the Criminal Justice Department at Tyler Junior College to prepare our students for careers in the various fields within the Criminal Justice System and/or to transfer to a university in order to complete their bachelor's degree by providing both a theoretical and practical understanding of the American Criminal Justice System.

As part of the Criminal Justice Department's mission, we also incorporate the Three Promises of Tyler Junior College into the student's educational experience: A Quality Education, A Vibrant Student Life, and Community Service.

The field of study degree in criminal justice is designed for students wishing to major in criminal justice and then later obtain their bachelor's degree. Those students wishing to seek employment in the criminal justice field as a federal law enforcement officer, state or federal probation officer, or parole officer should choose this degree plan as these jobs all require the applicant to possess a bachelor's degree.

All criminal justice majors transferring to a university to seek a baccalaureate degree in criminal justice should see an academic or faculty advisor as soon as possible to develop a degree plan. Students are strongly encouraged to check senior college degree requirements as well as work closely with their academic or faculty advisor at Tyler Junior College and the university to which they plan to transfer. University requirements differ.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Criminal Justice

CRIJ 1301 Introduction to Criminal Justice
CRIJ 1306 Court Systems and Practices
CRIJ 1310 Fundamentals of Law
CRIJ 2313 Correctional Systems and Practices
CRIJ 2328 Police Systems and Practices
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

Criminal Justice
Law Enforcement Investigations

Associate of Applied Science

One of the growing interests today is in the area of criminal investigations, especially as they are related to the field of crime scene or forensic investigations. Television shows like CSI, Forensic Files and many, many other similar true-crime (and even fictional) programs have brought the importance of proper investigations and the use of crime scene forensics to the forefront of America's view of today's law enforcement profession.

The Associate of Applied Science in law enforcement investigations is a two-year degree intended for those students who wish to seek employment with a law enforcement agency upon graduation. This degree plan includes courses in the arts and sciences curriculum, along with the basic criminal justice courses included in the transfer (A.A.) degree. More importantly, it incorporates specialized courses in the field of criminal investigations, including basic field work in crime scene processing. The program's emphasis is to provide the student the basic background skills needed to become a criminal investigator.

See Criminal Justice Associate of Arts for transfer degree plan.

Communications

ENGL 1301 Composition I
SPCH 1321 Business and Professional Communication

Mathematics

MATH 1314 College Algebra *OR*
MATH 1332 Contemporary Mathematics I *OR*
MATH 1342 Elementary Statistical Methods

Language, Philosophy and Culture *OR*

ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics

Creative Arts Core

ARTS 1301 Art Appreciation *OR*
DANC 2303 Dance Appreciation I *OR*
DRAM 1310 Introduction to Theater *OR*
MUSI 1306 Music Appreciation

American History Core

HIST 1301 United States History I

Government/Political Science

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences

SOCI 1301 Introductory Sociology *OR*
SOCI 1306 Social Problems *OR*
PSYC 2301 General Psychology *OR*
PSYC 2314 Lifespan Growth & Development

Component Area Option

ENGL 2311 Technical & Business Writing

Majors Classes in Criminal Justice: Law Enforcement Investigation

CRIJ 1310 Fundamentals of Criminal Law
CRIJ 1301 Introduction to Criminal Justice
CRIJ 2328 Police Systems and Practices
CRIJ 2314 Criminal Investigation
CJSA 1308 Criminalistics I
CRIJ 1306 Court Systems and Practices
CJSA 2323 Criminalistics II
CRIJ 1307 Crime in America
CJSA 2332 Criminalisitics III
CRIJ 2323 Legal Aspects of Law Enforcement
CJSA 1393 Special Topics in Criminal Justice Studies- Violent Crime Investigations

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

Dance

Associate of Arts

The primary purpose of the dance program at Tyler Junior College is to provide students seeking an associate degree or transfer credit in dance with technical and performance training in the field in conjunction with anatomical and kinesiological knowledge for injury prevention and recovery. Additional purposes are to provide historical knowledge and appreciation of the art form and offer cultural enrichment opportunities to all students and community members through class offerings and the production of varied public performances. The curriculum provides a comprehensive approach to learning dance by integrating the aesthetics, historical, critical, cultural, and fundamental aspects of dance as an art form.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Dance[Δ]

DANC 1141 Ballet I
DANC 1142 Ballet II
DANC 1145 Modern Dance I
DANC 1146 Modern Dance II
DANC 1147 Jazz Dance I
DANC 1148 Jazz Dance II
DANC 1210 Tap I
DANC 1151 Dance Performance I
DANC 1152 Dance Performance II
DANC 2151 Dance Performance III
DANC 2152 Dance Performance IV
DRAM 1351 Acting I (for non-Theatre majors)
KINE 1101 Physical Fitness and Health Concepts

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

Dental Assisting

Certificate

The dental assistant is a highly technical skilled worker who is responsible for working under the supervision of a dentist. A dental assistant provides a wide range of tasks in the dental office including, but not limited to patient care, administrative duties, and laboratory functions. Duties involve assisting a dentist engaged in performing general dentistry practices such as diagnostic, operative, preventive, and other dental procedures during examination and treatment of patients.

Semester I

DNTA 1311 Dental Science
DNTA 1301 Dental Materials
DNTA 1315 Chairside Assisting
DNTA 1113 Emergency Management
DNTA 1353 Dental Assisting Applications
DNTA 1305 Dental Radiology

Semester II

DNTA 1349 Dental Radiology in the Clinic
DNTA 1245 Preventive Dentistry
DNTA 2250 Advanced Dental Assisting Applications
DNTA 1341 Dental Laboratory Procedures
DNTA 1266 Practicum (or Field Experience) - Dental Assisting/Assistant
DNTA 1347 Advanced Dental Science

Summer I

DNTA 2130 Seminar for the Dental Assistant
DNTA 1251 Dental Office Management
DNTA 2166 Practicum (or Field Experience) - Dental Assisting/Assistant

Total Semester Hours—35

The program in dental assisting is accredited by the Commission on Dental Accreditation and have been granted the accreditation status of "initial accreditation" and "approval without reporting requirements," respectively. The Commission is a specialized body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312)440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: http://www.ada.org/en/coda.

Dental Hygiene

Associate of Applied Science

Enrollment in this program is limited, and those applying for admission must make application directly to the dental hygiene program office. See the Special Admissions requirements in the Admission section of this Catalog.

The purpose of the dental hygiene program is to prepare competent dental hygienists to meet the oral health care needs of the public. Through basic education in the dental hygiene program, students acquire knowledge and proficiency to become functioning members of the dental health care delivery team.

The program provides 2 years of theoretical and clinical training at the college-level leading to the Associate of Applied Science degree in dental hygiene. This program is accredited by the American Dental Association Commission on Dental Accreditation.

All science courses must have been completed within five years of the application year or must be repeated. At least two of the four designated prerequisite science courses must be successfully completed prior to applying to the dental hygiene program.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any required DHYG course**, the student may not progress until the deficiency has been removed. Graduates who successfully pass the Dental Hygiene National Board examination and regional and/or state licensing exams are eligible to apply for licensure in states where they plan to practice.

Prerequisites*

CHEM 1406 Fundamentals of Chemistry
BIOL 2401 Anatomy and Physiology I
BIOL 2402 Anatomy adn Physiology II
BIOL 2420 Microbiology for Non-Science Majors

Summer

DHYG 1201 Orofacial Anatomy, Histology & Embryology

Semester I

DHYG 1304 Dental Radiology
DHYG 1331 Preclinical Dental Hygiene
DHYG 1103 Preventive Dental Hygiene I
ENGL 1301 Composition I
BIOL 1322 Nutrition and Diet Therapy I

Semester II

DHYG 1215 Community Dentistry
DHYG 2201 Dental Hygiene Care I
DHYG 1260 Clinical Dental Hygienist
DHYG 2133 Preventive Dental Hygiene II
SOCI 1301 Introductory Sociology

Summer

DHYG 1339 General and Oral Pathology

Semester III

DHYG 1211 Periodontology
DHYG 1235 Pharmacology for the Dental Hygienist
DHYG 2231 Dental Hygiene Care II
DHYG 2360 Clinical Dental Hygienist
PHIL 2306 Introduction to Ethics

Semester IV

DHYG 1219 Dental Materials
DHYG 2153 Dental Hygiene Practice
DHYG 2362 Clinical Dental Hygienist
PSYC 2301 General Psychology *OR*
PSYC 2314 Lifespan Growth & Development
SPCH 1315 Public Speaking *OR*
SPCH 1321 Business & Professional Communication

Total Semester Hours—68

Courses titled in **bold type** *represent general education requirements.*

Non-dental hygiene courses may be taken prior to placement in the dental hygiene program.

Special admission and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course. Courses must be completed with a "C" or better for completion of degree. Contact department chair for details.

Prerequisites:

- *The prerequisite science courses and BIOL 1322 must be completed with a "C" or better within five years prior to enrollment in the program.*
- *At least two of the prerequisite sciences must be completed with a "C" or better prior to submitting application.*
- *BIOL 2401 and 2402 must be completed prior to Summer II of first year.*
- *All prerequisites listed above must be completed by the end of semester II.*

Dental Hygiene

TWU Bachelor of Science

Program-to-Program Articulation with Tyler Junior College and Texas Woman's University

This curriculum is designed for students currently in the Dental Hygiene Program at Tyler Junior College (TJC) in pursuit of an Associate of Applied Science in Dental Hygiene who wish to simultaneously pursue a Bachelor of Science in Dental Hygiene from Texas Woman's University. These courses have been designed to blend with and enhance the AAS-DH curriculum and allow decreased time necessary to the BSDH degree.

Additional Requirements include that the Texas Core and TWU graduation requirements be completed prior to graduation. At least the following foundational courses must be completed prior to application to the BSDH program: anatomy, physiology, microbiology, English I, nutrition, statistics, and sociology. Biologic sciences must be completed within 5 years of application deadline.

First Year

BIOL 2401 Anatomy and Physiology I
ENGL 1301 Composition and Rhetoric
HIST 1301 US History I
PSYC 2301 General Psychology ***OR***
PSYC 2314 Lifespan Growth & Development
Select 1 Creative Arts Core course; page 57.

BIOL 2402 Anatomy and Physiology II
ENGL 1302 Composition II
HIST 1302 US History II
SOCI 1301 Culture & Self (MC/WS)
SPCH 1315 Public Speaking ***OR***
SPCH 1321 Business & Professional Communication

Second Year

BIOL 2420 Microbiology
MATH 1342 Statistics
GOVT 2305 US Government
BIOL 1322 Nutrition & Diet Therapy I
Elective
CHEM 1406 Introductory Chemistry I - Allied Health Emphasis ***OR***
CHEM 1411 General Chemistry I
ENGL 2332 World Literature I ***OR***
ENGL 2333 World Literature II ***OR***
HUMA 1301 Introduction to the Humanities I ***OR***
PHIL 1301 Introduction to Philosophy ***OR***
PHIL 2306 Introduction to Ethics
GOVT 2306 Texas Government
EDUC 1300 Learning Framework

Summer

DHYG 1201 Orofacial Anatomy, Histology & Embryology

Third Year

DHYG 1331 Preclinical Dental Hygiene
DHYG 1304 Dental Radiology
DHYG 1103 Preventive Dental Hygiene I
DH 3303 Process of Care I
DH 3311 Ethics for the Dental Hygienist
DHYG 1260 Clinical Dental Hygiene I
DHYG 2201 Contemporary Dental Hygiene Care I
DHYG 1215 Community Dentistry
DHYG 2133 Preventive Dental Hygiene II
DH 3502 Process of Care II
DH 3522 Oral Medicine I
DH 3523 Hard Tissue and Gingival Disease

Summer

DH 4713 Applied Dental Hygiene Research
DH 4723 General and Oral Pathology
(TJC sub for DHYG 1339 General & Oral Pathology)

Fourth Year

DHYG 2360 Clinical Dental Hygiene II
DHYG 2231 Contemporary Dental Hygiene Care II
DHYG 1235 Pharmacology for the Dental Hygienist
DH 4302 Process of Care III
DH 4322 Oral Medicine II
DH 4342 Periodontal Disease
(TJC sub for DHYG 1211 Periodontology)
DHYG 2362 Clinical Dental Hygiene III
DHYG 2153 Dental Hygiene Practice
DHYG 1219 Dental Materials
DH 4501 Process of Care IV
DH 4513 Alternative Dental Hygiene Practice
DH 4533 Global Oral Health

Total Hours for bachelor's degree—120

Classes listed in **bold** are TWU courses.

Total hours transferred from TJC—90

Total hours at TWU—30

Diagnostic Medical Sonography

Associate of Applied Science

The sixteen-month Associate of Applied Science (AAS)degree is designed to prepare skilled professionals to perform diagnostic examinations, as requested by a physician, using high-frequency sound waves to visualize soft tissue structures. Sonographers work in hospitals, clinics, and doctors' offices.

After successful completion of the prerequisites, the student will be eligible to apply and compete with other applicants for acceptance into the program. Enrollment is limited. Students who complete the sixteen-month curriculum will be awarded an Associate of Applied Science degree.

All required and prerequisite courses must be completed with a grade of "C" or better. In addition, all anatomy and physiology classes must have been taken within the last five years. A minimum grade of 75% is required in all diagnostic medical sonography courses (DMSO). The student who does not earn the minimum score may not be allowed to progress in the program.

Students who successfully complete the curriculum are eligible to challenge the American Registry of Diagnostic Medical Sonographers (ARDMS) examination in general physics, abdominal, and OB/GYN sonography. The sixteen-month general sonography portion of the program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). For additional information, see the Selective Admission section of this Catalog.

Graduates from the sixteen-month AAS portion of the program will be eligible to apply for the Advanced Certificate option in vascular technology, consisting of an additional four months of formal instruction. Students who complete the curriculum are eligible to challenge the American Registry of Diagnostic Medical Sonographers (ARDMS) examination in Vascular Technology. Applicants to this program must be graduates of a Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited school in diagnostic medical sonography or credentialed Diagnostic Medical Sonographers. Students who are currently enrolled in the AAS degree plan will be given preference. It is strongly recommended that students complete both the Associate of Applied Science degree portion of the program and the Advanced Certificate option of the program. The vascular technology certificate portion of the program will be available each spring.

Prerequisites

BIOL 2404 Anatomy & Physiology
PHYS 1405 Elementary Physics
MATH 1314 College Algebra
ENGL 1301 Composition I

NOTE: All prerequisites must be completed by the end of the spring semester prior to admittance into the DMS program.

Semester I

DMSO 1441 Abdominopelvic Sonography
DMSO 1302 Basic Ultrasound Physics
DMSO 1210 Introduction to Sonography
DMSO 1266 Practicum I-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician
HUMA 1301 Introduction to Humanities I *OR*
PHIL 2306 Introduction to Ethics

Semester II

DMSO 1342 Intermediate Ultrasound Physics
DMSO 2405 Sonography of Obstetrics/Gynecology
DMSO 1267 Practicum II-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician
DMSO 2342 Sonography of High Risk Obstetrics

Semester III

DMSO 2441 Sonography of Abdominopelvic Pathology
DMSO 2343 Advanced Ultrasound Physics
DMSO 2266 Practicum III-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician

Semester IV

DMSO 2345 Advanced Sonography Practices
DMSO 2353 Sonography of Superficial Structures
DMSO 2230 Advanced Ultrasound and Review
DMSO 2367 Practicum IV-Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician
PSYC 2301 General Psychology *OR*
PSYC 2314 Lifespan Growth & Development

Total Semester Hours—63

Courses titled in **bold type** *represent general education courses.*

Graduates are eligible to apply for admission to sit for the registry examinations in Abdomen, Obstetrics and Physics as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

Special admissions and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course. Courses must be completed with a "C" or better for completion of degree. Contact the department chair for details.

Continued next page.

Diagnostic Medical Sonography
Vascular Technology

*Enhanced Skills Certificate**

Certificate Classes

DSVT 1103 Introduction to Vascular Technology
DSVT 1191 Special Topics in Diagnostic Medical Sonography Technician
DSVT 2200 Vascular Technology Applications
DSVT 2335 Advanced Non-Invasive Vascular Technology
DSVT 1264 Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician

Total Semester Hours—9

**This option is available spring term only.*

Graduates are eligible to apply for admission to sit for the registry examinations in Vascular Technology as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

Economics

Associate of Arts

This program is designed so that students receiving an Associate of Arts degree with an emphasis in economics at TJC will be prepared to take junior- and senior-level courses at any four-year college or university. The order, given below, in which these courses should be taken, is just a suggestion. Students may take the courses in any order, but they must be aware of course prerequisites as they are set forth in this Catalog.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Economics$^{\Delta}$

ECON 2302 Principles of Microeconomics
GEOG 1303 World Regional Geography
MATH 1324 Mathematics for Business & Social Sciences I* ***OR***
MATH 1325 Mathematics for Business & Social Sciences II* ***OR***
MATH 1342 Elementary Statistical Methods*
Select 2:
HIST 2312 Western Civilization I ***OR***
HUMA 1301 Introduction to the Humanities I ***OR***
HUMA 1302 Introduction to the Humanities II ***OR***
PHIL 1301 Introduction to Philosophy ***OR***
PHIL 2306 Introduction to Ethics ***OR***
SOCI 1301 Introductory Sociology ***OR***
COMM 1307 Introduction to Mass Communication
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

** Indicates suggested/recommended courses.*

Education

Education EC-6/4-8 Grade Levels; EC–12 Special Education

Associate of Arts in Teaching

This program is designed to provide students with the first two years of a four-year degree leading to teacher certification at the EC–6 and 4–8 grade levels, as well as EC–12 Special Education.

The education program offers courses leading to completion of Associate of Arts in Teaching degrees. The Associate of Arts in Teaching (AAT) is a specialized academic associate degree program designed to transfer in its entirety to a baccalaureate program that leads to initial Texas teacher certification.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Education EC-6 Grade Levels; EC-12 Special Education

EDUC 1301 Introduction to the Teaching Profession
EDUC 2301 Introduction to Special Populations
GEOG 1303 World Regional Geography
MATH 1350 Fundamentals of Mathematics I
MATH 1351 Fundamentals of Mathematics II
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

NOTE: For those students who are planning to transfer to the University of Texas at Tyler or to Stephen F. Austin State University, please work closely with an academic advisor to review transfer plan in place at these two universities.

NOTE: This program requires a field based experience. Students are responsible for transportation.

Education

Education 8-12 Grade Levels - History

Associate of Arts in Teaching

This program is designed to provide students with the first two years of coursework leading to certification to teach at the secondary level.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Education 8-12 History$^{\Delta}$

EDUC 1301 Introduction to the Teaching Profession
EDUC 2301 Introduction to Special Populations
Choose 3:
HIST 2301 Texas History ***OR***
HIST 2311 Western Civilization I ***OR***
HIST 2312 Western Civilization II ***OR***
HIST 2323 Eastern Civilization ***OR***
HIST 2381 African-American History
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

NOTE: For those students who are planning to transfer to the University of Texas at Tyler or to Stephen F. Austin State University, please work closely with an academic advisor to review transfer plan in place at these two universities.

NOTE: This program requires a field based experience. Students are responsible for transportation.

Education

Education 8-12 Grade Levels - Math

Associate of Arts in Teaching

This program is designed to provide students with the first two years of coursework leading to certification to teach at the secondary level.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Education 8-12 Math

EDUC 1301 Introduction to the Teaching Profession
EDUC 2301 Introduction to Special Populations
Choose 3:
MATH 1316 Plane Trigonometry ***OR***
MATH 2412 Pre-Calculus Math ***OR***
MATH 2413 Calculus I ***OR***
MATH 2414 Calculus II ***OR***
MATH 2415 Calculus III
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

NOTE: For those students who are planning to transfer to the University of Texas at Tyler or to Stephen F. Austin State University, please work closely with an academic advisor to review transfer plan in place at these two universities.

NOTE: This program requires a field based experience. Students are responsible for transportation.

Education

Education 8-12 Grade Levels - Science

Associate of Arts in Teaching

This program is designed to provide students with the first two years of coursework leading to certification to teach at the secondary level.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Education 8-12 Science[Δ]

EDUC 1301 Introduction to the Teaching Profession
EDUC 2301 Introduction to Special Populations
Choose 2:
BIOL 2401 Anatomy & Physiology I ***OR***
BIOL 2402 Anatomy & Physiology II ***OR***
BIOL 2404 Anatomy & Physiology ***OR***
BIOL 2406 Environmental Biology ***OR***
BIOL 2416 Genetics ***OR***
CHEM 1411 General Chemistry I ***OR***
CHEM 1412 General Chemistry II ***OR***
CHEM 2423 Organic Chemistry I ***OR***
CHEM 2425 Organic Chemistry II ***OR***
PHYS 1401 College Physics I ***OR***
PHYS 1402 College Physics II ***OR***
PHYS 1403 Stars and Galaxies ***OR***
PHYS 1404 Solar System ***OR***
PHYS 1405 Elementary Physics I ***OR***
PHYS 2425 University Physics I ***OR***
PHYS 2426 University Physics II ***OR***
GEOL 1403 Physical Geology ***OR***
GEOL 1404 Historical Geology
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

NOTE: For those students who are planning to transfer to the University of Texas at Tyler or to Stephen F. Austin State University, please work closely with an academic advisor to review transfer plan in place at these two universities.

NOTE: This program requires a field based experience. Students are responsible for transportation.

Electrical/Electronic Controls Technology

Associate of Applied Science

Semester I

TECM 1303 Technical Calculations
IEIR 1302 Introduction to Direct Current Circuits
CETT 1321 Electronic Fabrication
ECON 2301 Principles of Macroeconomics *OR*
GOVT 2305 Federal Government *OR*
GOVT 2306 Texas Government *OR*
PSYC 2301 General Psychology *OR*
SOCI 1301 Introductory Sociology
ENGL 1301 Composition I

Semester II

ELPT 1325 National Electrical Code I
IEIR 1304 Alternating Current Circuits for Industrial Applications
CETT 1325 Digital Fundamentals
DFTG 1313 Drafting for Specific Occupations
ENGL 2311 Technical and Business Writing

Summer

ELMT 1380 Cooperative Education - Electromechanical Technology/Electromechanical Engineering Technology* ***OR***
WLDG 1307 Introduction to Welding Using Multiple Processes

Semester III

ELPT 2305 Motors and Transformers
INCR 1302 Physics of Instrumentation
ELPT 1345 Commercial Wiring
ELPT 2319 Programmable Logic Controllers I
MATH 1314 College Algebra

Semester IV

INTC 1341 Principles of Automatic Control
ELPT 2347 Electrical Testing and Maintenance
SPCH 1321 Business & Professional Communication
PHIL 2306 Introduction to Ethics

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

** ELMT 1380 is the preferred course.*

NOTE: Applicants must meet the admission requirements for TJC, meet minimum standards on the TSI Assessments in reading, writing, and math, and achieve a minimum score on the Bennett Mechanical Comprehension Test.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

Electrical/Electronic Controls Technology

Certificate of Proficiency

Semester I

TECM 1303 Technical Calculations
IEIR 1302 Introduction to Direct Current Circuits
CETT 1321 Electronic Fabrication

Semester II

ELPT 1325 National Electrical Code I
IEIR 1304 Alternating Current Circuits for Industrial Applications
CETT 1325 Digital Fundamentals
DFTG 1313 Drafting for Specific Occupations

Total Semester Hours—21

NOTE: Applicants must meet the admission requirements for TJC and achieve a minimum score on the Bennett Mechanical Comprehension Test.

NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

Emergency Medical Service Professions

Associate of Applied Science

The emergency medical service professions program offers courses for state and/or national certification and for a two-year Associate of Applied Science degree.

The student will be eligible to apply for certification as an emergency medical technician and as a licensed paramedic. *Rules governing levels of certifications are constantly being revised by the Texas State Department of Health Services, National Registry of EMT's; therefore, offerings are subject to change as required by law.* Always consult an advisor or the director of the EMSP program prior to enrollment.

All courses of the emergency medical service professions curriculum are approved by the certifying and licensing organization, the Texas Department of State Health Services, and the Bureau of Emergency Management.

All courses of the emergency medical service professions program curriculum must be completed with a "C" or better to be eligible to take the National Registry of Emergency Medical Technicians examinations.

Credit by exam for EMSP students is determined on an individual basis and requires approval by the dean and the department chair. Interested students should contact the EMSP department coordinator for information on qualifying criteria.

Enrollment in this program may be limited. See the Special Admissions requirements in the Admission section of this *Catalog*.

Prerequisite

EMSP 1501 Emergency Medical Technician
EMSP 1166 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)
OR
Currently certified/registered as an Emergency Medical Technician

Semester I*

EMSP 1338 Introduction to Advanced Practice
EMSP 1356 Patient Assessment and Airway Management
EMSP 1355 Trauma Management
EMSP 2306 Emergency Pharmacology
EMSP 1167 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)

Semester II

EMSP 2444 Cardiology
EMSP 2434 Medical Emergencies
EMSP 2330 Special Populations
EMSP 1266 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)

Semester III

EMSP 2305 EMS Operations
EMSP 2243 Assessment Based Management
EMSP 2266 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)

Semester IV**

BIOL 2401 Anatomy and Physiology I**
HITT 1305 Medical Terminology I
PSYC 2314 Lifespan Growth and Development
ENGL 1301 Composition I

Semester V

BIOL 2402 Anatomy and Physiology II
HUMA 1301 Introduction to Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics *OR*
MUSI 1306 Music Appreciation
KINE 1104 Athletic Conditioning

Total Semester Hours—60

Courses titled in **bold type** *represent general education core courses and may be taken prior to acceptance into EMSP program.*

**EMS Certification as an EMT-Basic is required 30 days after the beginning of Semester I, failure to do so will result in expulsion from the program.*

***BIOL 2404 is recommended as preparation for BIOL 2401 for students who do not have a strong background in biology but BIOL 2404 will not substitute for BIOL 2401.*

Note*: Special admission and retention rules apply to all portions of the emergency medical service professions program. See department chair/or department coordinator for details. Admission to the program is selective and prior acceptance to the program is required before enrollment.*

Emergency Medical Service Professions

Paramedic Option

Certificate of Proficiency

Enrollment in this program is limited. See the Special Admissions requirements in the Admission section of this Catalog.

Prerequisite

EMSP 1501 Emergency Medical Technician
EMSP 1166 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)
OR
Currently certified/registered as an Emergency Medical Technician

Semester I*

EMSP 1338 Introduction to Advanced Practice
EMSP 1356 Patient Assessment and Airway Management
EMSP 1355 Trauma Management
EMSP 2306 Emergency Pharmacology
EMSP 1167 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)

Semester II

EMSP 2444 Cardiology
EMSP 2434 Medical Emergencies
EMSP 2330 Special Populations
EMSP 1266 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)

Semester III

EMSP 2305 EMS Operations
EMSP 2243 Assessment Based Management
EMSP 2266 Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)

Total Semester Hours—39

After successfully completing these courses, students are eligible to apply to take the National Registry of EMT's examination for certification as an Emergency Medical Technician Paramedic.

**EMS Certification as an EMT-Basic is required 30 days after the beginning of Semester I, failure to do so will result in expulsion from the program.*

Note: *Special admission and retention rules apply to all portions of the emergency medical service professions program. See department chair/or department coordinator for details. Admission to the program is selective and prior acceptance to the program is required before enrollment.*

Engineering

Associate of Science

The Associate of Science degree in Engineering is a broad plan that meets the needs of the first two years of four-or five-year engineering degree programs. While this plan identifies courses that will apply toward most undergraduate engineering programs, it is important that students work with a TJC Academic Advisor each semester as well as with the transfer university early to make sure they are on track and taking courses toward their specific engineering discipline.

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

Communications

ENGL 1301 Composition I
SPCH 1315 Public Speaking ***OR***
SPCH 1321 Business & Professional Communication

Mathematics

MATH 2413 Calculus I

Life and Physical Sciences

PHYS 2425 University Physics I
PHYS 2426 University Physics II

American History

HIST 1301 United States History I
HIST 1302 United States History II ***OR***
HIST 2301 Texas History

Social and Behavioral Sciences

ECON 2301 Principles of Macroeconomics

Component Area Option Core

EDUC 1300 Learning Framework
ENGL 1302 Composition II ***OR***
ENGL 2311 Technical & Business Writing

Major in Engineering$^{\Delta}$

CHEM 1411 General Chemistry
MATH 2414 Calculus II
MATH 2415 Calculus III
MATH 2320 Differential Equations
Select 12 hours:
ENGR 1201 Introduction to Engineering ***OR***
ENGR 1304 Engineering Graphics ***OR***
ENGR 2301 Engineering Mechanics I - Statics ***OR***
ENGR 2302 Engineering Mechanics - Dynamics ***OR***
ENGR 2304 Programming for Engineers ***OR***
ENGR 2305 Electrical Circuits I ***OR***
ENGR 2105 Electrical Circuits I Laboratory ***OR***
COSC 1336 Programming Fundamentals I

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

+ The selection of Engineering Electives depends on the student's engineering discipline and requirement of the transfer institution. Additional courses beyond the minimum of 12 hours may be required to fulfill prerequisites for the transfer institution. It is imperative that students consult engineering advisors at the transfer institutions as soon as possible. The guidelines shown below satisfy Tyler Junior College's engineering degree requirements; however, the guidelines may be adjusted on a case-by-case basis by the Engineering/ Physical Sciences Department Chair depending on the requirements of the transfer institution. The guidelines for engineering electives:

1. *Mechanical Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304, ENGR 2305/2105 and ENGR 2305/2105.*
2. *Civil Engineering: ENGR 1201, ENGR 1304, ENGR 2301, ENGR 2302, and choose between CHEM 1412 (required at Texas A&M), ENGR 2304, and GEOL 1403.*
3. *Electrical Engineering: ENGR 1201, ENGR 2304, ENGR 2305/2105, and COSC 1336.*
4. *Chemical Engineering: ENGR 1201, ENGR 1304, CHEM 1412, CHEM 2423, and CHEM 2425.*

Students interested in engineering disciplines not listed above should consult with the Department Chair of Engineering and Physical Sciences.

For more information, contact:
Department Chair, Engineering/Physical Sciences, G-207 / 903-510-2887.

Engineering Design Technology

Associate of Applied Science

Technological advancements have revolutionized the design process in American industry. Engineering designers use computer-aided drafting to create detail drawings and working plans for the construction and manufacturing industry. It is from these CAD drawings that the conceptualization of an idea or design is transformed into a produced product.

The engineering design technology program provides the student the opportunity to study architectural, machine, pipe, civil and structural design. A one-year Certificate of Proficiency is available to students completing certain designated courses. After successful completion of the two-year program, the student receives the Associate of Applied Science degree in engineering design technology or process piping design technology.

Communications

ENGL 1301 Composition I
SPCH 1321 Business & Professional Communication

Life and Physical Sciences

PHYS 1405 Elementary Physics I

Language, Philosophy and Culture *OR*

ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics *OR*

Creative Arts Core

ARTS 1301 Art Appreciation *OR*
DANC 2303 Dance Appreciation I *OR*
DRAM 1310 Introduction to Theater *OR*
MUSI 1306 Music Appreciation

Component Area Option

EDUC 1300 Learning Framework
ENGL 2311 Technical and Business Writing

Majors Classes in Engineering Design Technology

DFTG 2440 Solid Modeling/Design
TECM 1303 Technical Calculations
ITSC 1309 Integrated Software Applications I
DFTG 1409 Basic Computer-Aided Drafting
DFTG 2450 Geometric Dimensioning and Tolerancing
DFTG 1405 Technical Drafting
DFTG 1417 Architectural Drafting—Residential
DFTG 2300 Intermediate Architectural Drafting—Residential
DFTG 2302 Machine Drafting
DFTG 2321 Topographical Drafting
DFTG 2330 Civil Drafting ***OR***
DFTG 1358 Electrical/Electronics Drafting
DFTG 2306 Machine Design

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

Engineering Design Technology
Process Piping Design

Associate of Applied Science

Communications

ENGL 1301 Composition I
SPCH 1321 Business & Professional Communication

Life and Physical Sciences

PHYS 1405 Elementary Physics I

Language, Philosophy and Culture *OR*

ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics *OR*

Creative Arts

ARTS 1301 Art Appreciation *OR*
DANC 2303 Dance Appreciation I *OR*
DRAM 1310 Introduction to Theater *OR*
MUSI 1306 Music Appreciation

Component Area Option

EDUC 1300 Learning Framework
ENGL 2311 Technical and Business Writing

Majors Classes in Engineering Design Technology: Process Piping Design

DFTG 1409 Basic Computer-Aided Drafting
DFTG 2440 Solid Modeling/Design
DFTG 1471 Process Piping Design I
ITSC 1309 Integrated Software Applications I
DFTG 1405 Technical Drafting
DFTG 1358 Electrical/Electronics Drafting
DFTG 1472 Process Piping Design II
TECM 1303 Technical Calculations
DFTG 1473 Process Piping Design III
DFTG 2423 Pipe Drafting
ARCE 1452 Structural Drafting

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

Engineering Design Technology
Computer-Aided Drafting

Certificate of Proficiency

Certificate Classes

ITSC 1309 Integrated Software Applications I
DFTG 2440 Solid Modeling/Design
DFTG 1409 Basic Computer-Aided Drafting
TECM 1303 Technical Calculations
DFTG 1405 Technical Drafting
Select 3: *
DFTG 2321 Topographical Drafting ***OR***
DFTG 2330 Civil Drafting ***OR***
DFTG 2302 Machine Drafting ***OR***
DFTG 1417 Architectural Drafting - Residential ***OR***
DFTG 2300 Intermediate Architectural Drafting - Residential ***OR***
ARCE 1452 Structural Drafting ***OR***
DFTG 1471 Process Piping Design I ***OR***
DFTG 1472 Process Piping Design II ***OR***
DFTG 1473 Process Piping Design III ***OR***
DFTG 2450 Geometric Dimensioning and Tolerancing ***OR***
DFTG 2306 Machine Design

Total Semester Hours—27

*Recommended Computer-Aided Drafting elective combinations:
DFTG 1417, DFTG 2300, ARCE 1452
DFTG 1471, DFTG 1472, DFTG 1473
DFTG 2302, DFTG 2450, DFTG 2306
DFTG 2321, DFTG 2330, ARCE 1452

English

Associate of Arts

This Associate of Arts degree in the liberal arts with an emphasis on English provides students with the first two years toward the Bachelor of Arts degree.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in English$^{\Delta}$

Select no fewer than 3 English courses and either an additional 2 English courses or 2 Foreign Language** courses.

ENGL 1302 Composition II
ENGL 2307 Creative Writing I
ENGL 2311 Technical and Business Writing
ENGL 2322 British Literature I
ENGL 2323 British Literature II
ENGL 2327 American Literature I
ENGL 2328 American Literature II
ENGL 2332 World Literature I
ENGL 2333 World Literature II
Foreign Language 1411
Foreign Language 1412
Foreign Language 2311
Foreign Language 2312
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

***At least one foreign language is strongly suggested.*

Note: If choosing a foreign language option, courses must be taken in sequence in a single foreign language.

Environmental Science

Associate of Science

The Associate of Science degree with an emphasis in environmental science provides students with the general education courses normally taken in the first two years at a four-year college or university and a flexible plan from which the student can choose a variety of introductory science courses as part of an interdisciplinary or environmental science program.

To receive an Associate of Science degree with an emphasis in environmental science, students must: (a) make a minimum grade of "C" in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Environmental Science$^{\Delta}$

Select 4:
BIOL 1406 Biology for Science Majors I ***OR***
BIOL 1411 General Botany ***OR***
BIOL 2406 Environmental Biology ***OR***
CHEM 1411 General Chemistry I ***OR***
CHEM 1412 General Chemistry II ***OR***
GEOL 1403 Physical Geology

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

Fire Protection Technology

Associate of Applied Science

The Fire Protection AAS degree plan covers orientation to the fire service, career opportunities and related fields, basic fire and arson investigation practices, preparation of firefighters and fire officers to develop public fire safety awareness and examination of building codes and requirements, construction types, and building materials also is covered. Courses also include instruction for industrial emergency response teams and specific needs related to hazards in business and industrial facilities.

Communications

ENGL 1301 Composition I
SPCH 1321 Business & Professional Communication

Mathematics

MATH 1314 College Algebra *OR*
MATH 1316 Plane Trigonometry *OR*
MATH 1324 Mathematics for Business & Social Sciences I *OR*
MATH 1332 Contemporary Mathematics I *OR*
MATH 1333 Contemporary Mathematics II

Language, Philosophy and Culture

ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics

Government/Political Science

GOVT 2306 Texas Government

Component Area Option

COSC 1301 Introduction to Computing

Majors Classes in Fire Protection Technology

FIRT 1301 Fundamentals of Fire Protection
FIRT 1353 Legal Aspects of Fire Protection
FIRT 1329 Building Codes and Construction
FIRT 1338 Fire Protection Systems
FIRT 1307 Fire Prevention Codes and Inspections
FIRT 1333 Fire Chemistry I
FIRT 1309 Fire Administration I
FIRT 1315 Hazardous Materials I
FIRT 1303 Fire and Arson Investigation I
FIRT 1305 Public Education Programs
FIRT 1349 Fire Administration II
FIRT 2309 Fire Fighting Strategies and Tactics I
FIRT 1347 Industrial Fire Protection
FIRT 2389 Internship - Fire Protection Safety Technology/ Technician

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

**PHIL 2306 preferred.*

Note: Upon review, students who have successfully completed an accredited Basic Fire Academy recognized by the Texas Commission on Fire Protection and successfully pass the State Certification Exam may be eligible to apply up to 15 hours credit toward the associate degree in Fire Protection. Posting fee required. Students must complete a minimum of three semester credit hours at Tyler Junior College to be eligible. For more information, students should contact the program director.

Fire Protection Technology Level I

Certificate of Proficiency

Certificate Classes

FIRT 1301 Fundamentals of Fire Protection
FIRT 1353 Legal Aspects of Fire Protection
FIRT 1329 Building Codes and Construction
FIRT 1338 Fire Protection Systems
FIRT 1307 Fire Prevention Codes and Inspections
COSC 1301 Introduction to Computing

Total Semester Hours—18

Fire Protection Technology Level II

Certificate of Proficiency

Certificate Classes

FIRT 1309 Fire Administration I
FIRT 1315 Hazardous Materials I
FIRT 1303 Fire and Arson Investigation I
FIRT 1349 Fire Administration II
FIRT 2309 Fire Fighting Strategies and Tactics I
FIRT 1347 Industrial Fire Protection

Total Semester Hours—18

Foreign Language

Associate of Arts

The foreign language area of emphasis provides the essential language background for the advanced study of foreign languages; for the mastery of the competencies in listening, reading and writing the language; and for a more rapid acquisition of other foreign languages. The student is encouraged to speak in a foreign language.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Foreign Language*

In your chosen foreign language of French, German, Spanish or Japanese:

Foreign Language 1411
Foreign Language 1412
Foreign Language 2311
Foreign Language 2312

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

Game and Simulation Development
Graphics

Associate of Applied Science

The game and simulation development program gives students the basic skills to enter the electronic game and computer simulation industry. The development of electronic games and simulations is serious business: the industry currently brings in approximately the same revenues as the motion picture industry. This industry requires skilled, creative people in a wide variety of specialties. The gaming and simulation development program at TJC prepares graduates for entry specifically in the areas of programming and graphic design. Although each of these areas has its own course of study, the two tracks often cooperate in the development of a game or simulation. A career in game development is a respected, highly-prized profession on the cutting edge of a rapidly evolving, multi-billion dollar industry.

Communications

ENGL 1301 Composition I
SPCH 1321 Business & Professional Communication

Mathematics

MATH 1332 Contemporary Mathematics I *OR*
higher-level mathematics course

Language, Philosophy and Culture *OR*

ENGL 2332 World Literature I ***OR***
ENGL 2333 World Literature II ***OR***
HUMA 1301 Introduction to the Humanities I ***OR***
PHIL 1301 Introduction to Philosophy ***OR***
PHIL 2306 Introduction to Ethics ***OR***

Creative Arts Core

ARTS 1301 Art Appreciation ***OR***
DANC 2303 Dance Appreciation I ***OR***
DRAM 1310 Introduction to Theater ***OR***
MUSI 1306 Music Appreciation

Component Area Option

EDUC 1300 Learning Framework

Majors Classes in Game and Simulation Development: Graphics

COSC 1330 Computer Programming
ARTV 1345 3-D Modeling and Rendering I
GAME 1303 Introduction to Game Design and Development
ARTC 1321 Illustration Techniques I
ARTS 1316 Drawing I
ARTC 2301 Illustration Techniques II
ARTV 2345 3-D Modeling and Rendering II
GAME 2332 Project Development I
ARTS 2348 Digital Art I
ARTV 1341 3-D Animation I
GAME 2334 Project Development II
ARTS 2349 Digital Art II
ARTV 2351 3-D Animation II
GAME 2309 Video Game Art II (Project)
GAME 2359 Game and Simulation Group Project

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

Game and Simulation Development
Programming

Associate of Applied Science

Communications

ENGL 1301 Composition I
SPCH 1321 Business & Professional Communication

Mathematics

MATH 1314 College Algebra

Language, Philosophy and Culture *OR*

ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics *OR*

Creative Arts Core

ARTS 1301 Art Appreciation *OR*
DANC 2303 Dance Appreciation I *OR*
DRAM 1310 Introduction to Theater *OR*
MUSI 1306 Music Appreciation

Component Area Option

EDUC 1300 Learning Framework

Majors Classes in Game and Simulation Development: Programming

COSC 1330 Computer Programming
ARTV 1345 3-D Modeling and Rendering I
GAME 1303 Introduction to Game Design and Development
COSC 1336 Programming Fundamentals I
GAME 2302 Mathematical Applications for Game Development
GAME 2332 Project Development I
GAME 1343 Game and Simulation Programming I
COSC 1337 Programming Fundamentals II
GAME 2334 Project Development II
GAME 2341 Game Scripting
COSC 2336 Programming Fundamentals III
GAME 1394 Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects
GAME 2342 Game Development Using C++ (Project)
GAME 2343 Multi-User Game Programming II
GAME 2359 Game and Simulation Group Project

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

Game and Simulation Development
Game Design

Advanced Technical Certificate

Prerequisite: Successful completion of Game and Simulation Development Graphics or Programming AAS.

Certificate Classes

GAME 2308 Portfolio for Game Development
GAME 2470 Video Game System Design
ENGL 2307 Creative Writing
COSC 1301 Introduction to Computing ***OR***
BCIS 1405 Business Computer Applications
GAME 1404 Level Design
GAME 1212 Game Theory
GAME 2471 Scripting for Video Game Design
GAME 1335 Interactive Writing I
COSC 2425 Computer Organization ***OR***
ARTS 1317 Drawing II

Total Semester Hours—30

General Studies

Associate of Arts

The Associate of Arts in general studies is designed for students desiring to pursue a flexible plan for transfer to a four-year college or university. Students planning to transfer to a four-year college or university are encouraged to meet with an academic advisor at their intended transfer university.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in General Studies$^{\Delta}$

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.*

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

**For a General Studies Associate of Arts degree, students must complete all CORE requirements and select any number of additional elective courses to meet no fewer than 60 hours for graduation. Some or all courses should include foreign language, humanities, English or Fine Arts.*

General Studies

Associate of Science

The Associate of Science in general studies is designed for students desiring to pursue a flexible plan for transfer to a four-year college or university. Students planning to transfer to a four-year college or university are encouraged to meet with an academic advisor at their intended transfer university.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in General Studies$^{\Delta}$

x4xx BIOL, CHEM, GEOL, or PHYS
x4xx BIOL, CHEM, GEOL, or PHYS
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.*

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

**For a General Studies Associate of Science degree, students must complete all CORE requirements and select any number of additional elective courses to meet no fewer than 60 hours for graduation. At least 2 of the electives must be 4 hour credit lab science courses in BIOL, CHEM, GEOL or PHYS.*

Geology

Associate of Science

A student majoring in geology must see a Tyler Junior College academic advisor for help in completing a degree plan. To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.*

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Geology[Δ]

MATH 1316 Plane Trigonometry
KINE 1101 Physical Fitness and Health Concepts
PHYS 1401 College Physics I
CHEM 1411 General Chemistry I
PHYS 1402 College Physics II ***OR***
CHEM 1412 General Chemistry II

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

Δ Classes chosen in major must be different from courses used for Core requirements.

** From the core choices, GEOL 1403 and 1404 are required for the Geology Degree.*

For more information, contact:
Department Chair, Engineering/Physical Sciences, G-207 / 903-510-2887.

Government

Associate of Arts

The Associate of Arts degree with an emphasis in government is intended to provide students with the first two years of government courses and to prepare them for transfer to an institution that grants a baccalaureate degree. Students should consult with a TJC advisor and refer to the catalog(s) of the institution(s) you plan to transfer to for specific degree requirements.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)*

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Government$^{\Delta}$

GOVT 2304 Introduction to Political Science
GOVT 2311 Mexican-American Politics
GEOG 1303 World Regional Geography
Select 2:
HIST 2312 Western Civilization II ***OR***
HIST 2381 African-American History ***OR***
ECON 2302 Principles of Microeconomics ***OR***
HUMA 1301 Introduction to the Humanities I ***OR***
HUMA 1302 Introduction to the Humanities II ***OR***
HUMA 2319 American Minority Studies ***OR***
PHIL 1301 Introduction to Philosophy ***OR***
PHIL 1304 Introduction to World Religions ***OR***
PHIL 2306 Introduction to Ethics ***OR***
SOCI 1301 Introductory Sociology ***OR***
SOCI 2319 Minority Studies ***OR***
COMM 1307 Introduction to Mass Communication
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

**MATH 1324 & 1342 recommended.*

Health and Kinesiology

Athletic Training

Associate of Science

The Certified Athletic Trainer is a highly educated and skilled professional specializing in athletic health care. In cooperation with physicians and other allied health personnel, the athletic trainer functions as an integral member of the athletic health care team in secondary schools, colleges and universities, sports medicine clinics, professional sports programs, and other athletic health care settings. Athletic trainers prevent, examine, and treat athletes' injuries. They also work with team doctors to provide physical therapy for athletes who are recovering from injuries and to show athletes how to build their strength and avoid further injury. Other duties may include recommending special diets and exercises, ordering equipment and supplies, and keeping records on the athletes with whom they work. The NATA (National Athletic Trainers' Association) has set forth a core curriculum meant to prepare a student for a career in athletic training. These courses include nutrition, prevention and care of athletic injuries, anatomy and physiology, personal/community health, first aid/CPR, and athletic practicum. The Tyler Junior College athletic training program articulates to senior colleges that offer an accredited Bachelor of Science degree in athletic training. Enrollment in the Tyler Junior College athletic training program is limited. Students should contact the head athletic trainer for application information.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Health and Kinesiology[Δ]

KINE 1301 Foundations of Kinesiology
PHED 1166 First Aid-CPR
PHED 1206 First Aid
KINE 2156 Taping and Bandaging for Athletic Injuries
KINE 2356 Prevention and Care of Athletic Injuries
KINE 1102 Athletics Conditioning
KINE 1103 Athletics Conditioning
KINE 2101 Athletics Conditioning
BIOL 1322 Nutrition and Diet Therapy

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

Health and Kinesiology

Health Studies

Associate of Science

An Associate of Science degree with the health studies option will prepare students to enter a variety of fields associated with studies in health career applications. Graduates seek careers in corporate, community, and educational settings in fitness and wellness. Many students continue their education at the baccalaureate and master's levels to prepare for careers in dietetics, physical therapy, pharmacy, medicine, and other related fields.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Health and Kinesiology[Δ]

PHED 1304 Personal/Community Health I
SOCI 1301 Introduction to Sociology
PHED 1166 First Aid-CPR
PHED 1206 First Aid
MATH 1342 Elementary Statistical Methods
KINE 1301 Foundations of Kinesiology
KINE 1101 Physical Fitness and Health Concepts

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

Health and Kinesiology

Kinesiology

Associate of Science

An Associate of Science degree with the kinesiology option will prepare students to enter a variety of fields associated with sports, exercise science, education and/or motor development. Graduates seek careers in corporate, community, and educational settings in fitness and wellness. Many students continue their education at the baccalaureate and master's levels to prepare for careers in coaching, exercise physiology, biomechanics, sport psychology, sport sociology, and other related fields.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Health and Kinesiology

KINE 1301 Foundations of Kinesiology
KINE 1308 Sports Officiating I
KINE 1321 Coaching/Sports/Athletics I
KINE 1338 Concepts of Physical Fitness
KINE 1104 Physical Conditioning I
KINE 1105 Physical Condition II
Select 2:
KINE 1102 Athletics Conditioning ***OR***
KINE 1103 Athletics Conditioning ***OR***
KINE 1107 Tennis ***OR***
KINE 1140 Outdoor Recreation I ***OR***
KINE 1147 Rec Dance – Belles I ***OR***
KINE 1148 Rec Dance – Belles II ***OR***
KINE 1149 Belle Conditioning ***OR***
KINE 1150 Belle Conditioning ***OR***
KINE 2101 Athletic Conditioning ***OR***
KINE 2102 Athletic Conditioning ***OR***
KINE 2109 Weight Training I ***OR***
KINE 2114 Aerobic Exercise I ***OR***
KINE 2118 Bowling I ***OR***
KINE 2119 Martial Arts I ***OR***
KINE 2122 Advanced Martial Arts I ***OR***
KINE 2123 Advanced Martial Arts II ***OR***
KINE 2127 Weight Training II ***OR***
KINE 2134 Martial Arts II ***OR***
KINE 2135 Weight Training III ***OR***
KINE 2136 Weight Training IV ***OR***
KINE 2147 Rec Dance – Belles III ***OR***
KINE 2148 Rec Dance – Belles IV ***OR***
KINE 2149 Belle Conditioning ***OR***
KINE 2150 Belle Conditioning ***OR***
KINE 2156 Taping and Bandaging for Athletic Injuries

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

Health and Kinesiology
Outdoor Leadership

Associate of Science

Outdoor leaders typically lead organized groups on educational and/or recreational outing activities. They often specialize in their own areas of interest including, but not limited to, activities that incorporate aspects of camping, backpacking, rockclimbing, paddlesports, ropes course facilitation, mountain biking, and fundamental outdoor skills. Competent outdoor leaders must possess technical skills, as well as the ability to understand and manage interpersonal group dynamics and safety for self and others. Career options may include opportunities with organized camps, educational settings, interpretive positions, and/or ecotourism ventures.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course;page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Health and Kinesiology

PHED 1166 First Aid-CPR
PHED 1206 First Aid
KINE 1140 Outdoor Recreation I
KINE 1301 Foundations of Kinesiology
KINE 1143 Outdoor Adventure Programs
KINE 1336 Introduction to Recreation I
KINE 2140 Outdoor Recreation II
KINE 1338 Concepts of Physical Fitness
KINE 1142 Rock Climbing I ***OR***
KINE 1144 Paddlesports I ***OR***
KINE 1145 Backcountry Expeditioning I

Total Semester Hours—60

Health Information Technology

Associate of Applied Science

This degree is offered totally online*; see www.tjc.edu for more information. Enrollment in this program is limited. See Special Admissions requirements in the Admission section of this Catalog. Contact program coordinator for details.

Health information management (HIM) is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care. HIM professionals are highly trained in the latest information management technology applications and understand the workflow in any healthcare provider organization from large hospital systems to the private physician practice. They are vital to the daily operations management of health information and electronic health records. Health information management professionals work in a variety of different settings and job titles. They often serve in bridge roles, connecting clinical, operational, and administrative functions. These professionals affect the quality of patient information and patient care at every touch point in the healthcare delivery cycle. Having skilled HIM professionals on staff ensures an organization has the right information on hand when and where it is needed while maintaining the highest standards of data integrity, confidentiality, and security. Some of the duties include reviewing medical records for completeness and accuracy and also translating diseases and operations into the proper coding symbols, compiling statistics, assisting the medical staff by preparing special studies and tabulating data from records for research

Students successfully completing the two-year program are eligible to receive an Associate of Applied Science degree in health information technology and apply for the Registered Health Information Technician (RHIT) exam. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Department-specific courses must be taken in sequence and may have a prerequisite course. All required courses of the HIT program must be completed with a "C" or better in order to progress to the next level course.

Prerequisites

COSC 1301 Introduction to Computing

Semester I

ENGL 1301 Composition I
BIOL 2401 Anatomy and Physiology I
HITT 1401 Health Data Content and Structure
HITT 1305 Medical Terminology I

Semester II

HITT 1345 Health Care Delivery Systems
HITT 1311 Health Information Systems
BIOL 2402 Anatomy and Physiology II
POFM 1300 Basic Medical Coding*
GOVT 2305 Federal Government *OR*
GOVT 2306 Texas Government *OR*
HIST 1301 United States History I* *OR*
HIST 1302 United States History II *OR*
HIST 2301 Texas History *OR*
ECON 2301 Principles of Macroeconomics *OR*
PSYC 2301 General Psychology *OR*
PSYC 2314 Lifespan Growth & Development *OR*
SOCI 1301 Introductory Sociology

Semester III

HITT 2160 Clinical-Health Information Technology
HPRS 2301 Pathophysiology
HITT 1353 Legal and Ethical Aspects of Health Information
HITT 1341 Coding and Classification Systems
ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics *OR*
ARTS 1301 Art Appreciation *OR*
DRAM 1310 Introduction to Theater *OR*
MUSI 1306 Music Appreciation *OR*
DANC 2303 Dance Appreciation I

Semester IV

HITT 2261 Clinical-Health Information Technology/Medical Records/Technician
HITT 2339 Health Information Organization and Supervision
HITT 2335 Coding and Reimbursement Methodologies
HITT 2343 Quality Assessment and Performance Improvement
HITT 2346 Advanced Medical Coding

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

*All general education and courses denoted with * may be taken prior to acceptance into the program.*

** Every course in the degree plan can be taken online except BIOL 2401 and BIOL 2402 labs. The clinical courses HITT 2160 and HITT 2261 are online but require clinical hours at a facility.*

Healthcare Administration

*Associate of Applied Science**

The Healthcare Administration degree is designed to provide the necessary foundation and framework for growth and success as a healthcare manager by reinforcing important business knowledge and skills with a focus on critical thinking, information utilization, and fundamental competencies in healthcare management principles.

This degree is offered as an online degree with a selective admissions requirement. Enrollment is limited to those who have at least one year practical experience in healthcare management or leadership roles. You must complete the Selective Admissions Program Application to apply for acceptance into the program. For additional information, refer to "Selective Admissions" in the Admissions section of this Catalog.

Students successfully completing the two-year program are eligible to receive an Associate of Applied Science degree in healthcare administration.

Semester I

HITT 1305 Medical Terminology I
BMGT 1301 Supervision
HRPO 2307 Organizational Behavior
ENGL 1301 Composition I
SPCH 1321 Business & Professional Communication

Semester II

BMGT 1344 Negotiations and Conflict Management
BMGT 2312 Quantitative Analysis for Organizations
HRPO 2301 Human Resources Management
ENGL 2311 Technical and Business Writing
HITT 2340 Advanced Medical Billing and Reimbursement

Semester III

HITT 2370 Credentialing and Managed Care Contracts
HITT 2326 Project Management for Health Professions
HITT 2471 Portfolio I
BIOL 2404 Anatomy & Physiology

Semester IV

MRKG 2348 Marketing Research and Strategies
BMGT 2311 Change Management
HITT 2472 Portfolio II
PSYC 2301 General Psychology *OR*
PSYC 2314 Lifespan Growth & Development
PHIL 2306 Introduction to Ethics *OR*
ARTS 1301 Art Appreciation *OR*
MUSI 1306 Music Appreciation

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

**Pending SACS approval.*

Heating, Air Conditioning and Refrigeration Technology

Associate of Applied Science

The curriculum is designed to prepare the student to assist in planning, installing, operating and maintaining air conditioning and refrigeration equipment. The required technical information is presented and related skills are developed which will enable the graduate to function efficiently when working with engineers, system designers, skilled craftsmen, salespersons and others in the field.

Semester I

HART 1400 HVAC Duct Fabrication
HART 1401 Basic Electricity for HVAC
HART 1407 Refrigeration Principles
COSC 1301 Introduction to Computing

Semester II

HART 1403 Air Conditioning Control Principles
HART 1441 Residential Air Conditioning
HART 1445 Gas and Electric Heating
MATH 1314 College Algebra *OR*
MATH 1316 Plane Trigonometry *OR*
MATH 1324 Mathematics for Business & Social Sciences I *OR*
MATH 1332 Contemporary Mathematics I *OR*
MATH 1333 Contemporary Mathematics II

Semester III

HART 2442 Commercial Refrigeration
HART 2438 Air Conditioning Installation and Startup
HART 2445 Residential Air Conditioning Systems Design
ECON 2301 Principles of Macroeconomics *OR*
GOVT 2305 Federal Government *OR*
GOVT 2306 Texas Government *OR*
PSYC 2301 General Psychology *OR*
SOCI 1301 Introductory Sociology

Semester IV

HART 2349 Heat Pumps
HART 2336 Air Conditioning Troubleshooting
HART 2357 Specialized Commercial Refrigeration
SPCH 1321 Business and Professional Communication
PHIL 2306 Introduction to Ethics

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

NOTE: Applicants must meet the admission requirements for TJC, meet minimum standards on the TSI Assessments in reading, writing, and math, and achieve a minimum score on the Bennett Mechanical Comprehension Test.

Heating, Air Conditioning and Refrigeration Technology

Air Conditioning

Certificate of Proficiency

Semester I

HART 1400 HVAC Duct Fabrication
HART 1401 Basic Electricity for HVAC
HART 1407 Refrigeration Principles

Semester II

HART 1403 Air Conditioning Control Principles
HART 1441 Residential Air Conditioning
HART 1445 Gas and Electric Heating

Semester III

HART 2438 Air Conditioning Installation and Startup
HART 2445 Residential Air Conditioning Systems Design
COSC 1301 Introduction to Computing

Semester IV

HART 2349 Heat Pumps
HART 2336 Air Conditioning Troubleshooting

Total Semester Hours—41

Courses titled in **bold type** *represent general education courses.*

NOTE: Applicants must meet the admission requirements for TJC and achieve a minimum score on the Bennett Mechanical Comprehension Test.

Heating, Air Conditioning and Refrigeration Technology

Commercial Refrigeration

Certificate of Proficiency

Semester I

HART 1401 Basic Electricity for HVAC
HART 1407 Refrigeration Principles
HART 2442 Commercial Refrigeration

Semester II

HART 1403 Air Conditioning Control Principles
HART 2357 Specialized Commercial Refrigeration
COSC 1301 Introduction to Computing

Total Semester Hours—22

Courses titled in **bold type** *represent general education courses.*

NOTE: Applicants must meet the admission requirements for TJC and achieve a minimum score on the Bennett Mechanical Comprehension Test.

History

Associate of Arts

The Associate of Arts degree with an emphasis in history is intended to provide students with the first two years of United States history and western civilization, in addition to a broad selection of liberal arts courses transferable to a four-year institution.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in History[Δ]

HIST 2311 Western Civilization I
HIST 2312 Western Civilization II
GEOG 1303 World Regional Geography
Select 2:
HIST 2381 African-American History ***OR***
ECON 2302 Principles of Microeconomics ***OR***
HUMA 1301 Introduction to the Humanities I ***OR***
HUMA 1302 Introduction to the Humanities II ***OR***
HUMA 2319 American Minority Studies ***OR***
PHIL 1301 Introduction to Philosophy ***OR***
PHIL 1304 Introduction to World Religions ***OR***
PHIL 2306 Introduction to Ethics ***OR***
SOCI 1301 Introductory Sociology ***OR***
SOCI 2319 Minority Studies ***OR***
COMM 1307 Introduction to Mass Communication
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

Human Services
Addiction Counseling

Associate of Applied Science

The Human Services: Addiction Counselor Training program at Tyler Junior College provides the educational and practicum hours necessary for partial fulfillment of Texas state licensing requirements to become a Licensed Chemical Dependency Counselor. Current state requirements for licensure include:

1. Completion of an associate's degree.
2. Completion of 300 hours of practicum experience under the auspices of an accredited institution of higher education or proprietary school.
3. Passing a comprehensive written examination and an oral exam based on a case study prepared by the candidate. The Texas Certification Board of Addiction Professionals conducts the exams.
4. Completion of at least 4,000 hours of supervised work experience following the State Department of Health Services (formerly TCADA) standards.

This program is accredited by the State Department of Health Services.

A student may earn an Associate of Applied Science degree (AAS) from Tyler Junior College. **Students graduating with the AAS degree may continue their studies by submitting =their degree to cooperating senior colleges to be accepted as an "inverted degree."** Contact the department chair or academic advisor for more information.

Students enrolled in developmental courses are restricted to DAAC 1391, 2307 and 1319 until all required developmental courses have been completed.

A Human Services: Addiction Counselor Training program student must earn at least a grade of "C" in all courses needed for graduation.

Communications

ENGL 1301 Composition I and
SPCH 1321 Business & Professional Communication

Mathematics *OR*

MATH 1314 College Algebra *OR*
MATH 1332 Contemporary Mathematics I *OR*
MATH 1333 Contemporary Mathematics II *OR
MATH 1342 Elementary Statistical Methods *OR*

Life and Physical Sciences Core

BIOL 1409 Biology for Non-Science Majors II *OR*
BIOL 2404 Anatomy and Physiology *OR
CHEM 1406 Introductory Chemistry I-Allied Health Emphasis *OR*
GEOL 1401 Earth Sciences for Non -Science

Language, Philosophy and Culture

HUMA 1301 Introduction to the Humanities I

Component Area Option

SOCI 1306 Social Problems
COSC 1301 Introduction to Computing

Majors Classes in Addiction Counselor Training Program

DAAC 1391 Special Topics in Alcohol/Drug Abuse Counseling
DAAC 2307 Addicted Family Intervention
DAAC 1319 Introduction to Alcohol & Other Drug Addictions
CMSW 1341 Behavior Modification & Cognitive Disorder
DAAC 1304 Pharmacology of Addiction
DAAC 2330 Multicultural Counseling
DAAC 1311 Counseling Theories
DAAC 1305 Co-Occurring Disorders
DAAC 1309 Assessment Skill of Alcohol & Other Drug Addictions
DAAC 1317 Basic Counseling Skills
DAAC 2354 Dynamics of Group Counseling
DAAC 2341 Counseling Alcohol & Other Drug Addictions
DAAC 2343 Current Issues
DAAC 2367 Practicum

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

**This course is not part of the Core Curriculum.*

Students must consult with an academic advisor before enrolling in courses each semester. Courses must be taken in sequence and may have a prerequisite course. All entering students must see the department chair in order to attend orientation. Courses must be completed with a "C" or better for completion of degree.

Human Services
Addiction Counseling

Certificate of Proficiency

Certificate Classes

DAAC 1391 Special Topics in Alcohol/Drug Abuse Counseling
DAAC 2307 Addicted Family Interventions
DAAC 1319 lntro to Alcohol and Other Drug Addiction
DAAC 1341 Behavior Modification and Cognitive Disorder
DAAC 1304 Pharmacology of Addiction
DAAC 2330 Multicultural Counseling
DAAC 1311 Counseling Theories
DAAC 1305 Co-Occurring Disorders
DAAC 1309 Assessment Skills of Alcohol and Other Drug Addictions
DAAC 1317 Basic Counseling Skills
DAAC 2354 Dynamics of Group Counseling
DAAC 2341 Counseling Alcohol and Other Drug Abuse
DAAC 2343 Current Issues
DAAC 2367 Practicum-Alcohol/Drug Abuse Counseling

Total Semester Hours—42

Human Services
Community Health Worker

Certificate of Proficiency

The Community Health Worker Program prepares students to work in public health, private health care agencies, community-based social service agencies, and health care insurance organizations. Community Health Workers provide services to increase wellness and improve access to health services through outreach activities. The program will train students to develop positive relationships with individuals who need assistance and support in developing healthy behaviors, utilizing health resources, and gaining educational support to prevent or alleviate the effects of chronic disease.

Emphasis is on health education, health promotion and community outreach. Coursework in this program is intended to develop and enhance the skills of community health advisors, social and human service assistants, and other people interested in working in the field of social work, community health and advocacy.

The Community Health Worker program is certified by the Texas Department of State Health Services as an authorized and certified training site for Community Health Workers.

Certificate Classes

CHLT 1301 Introduction to Community Health
CHLT 1302 Wellness and Health Promotion
CHLT 1340 Community Health Advocacy
CHLT 1342 Community Health Field Methods
CHLT 1391 Special Topics in Community Health Liaison
CHLT 2367 Practicum (or Field Experience) - Community Health Services/Liaison/Counseling

Total Semester Hours - 18

Continued next page.

Mathematics

Associate of Science

The Associate of Science degree in mathematics has been designed to meet the needs of students in specific areas of study, such as applied studies (technology), liberal arts, business, elementary education, science, engineering, and mathematics.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Mathematics[Δ]

MATH 2413 Calculus I

MATH 2414 Calculus II
MATH 2415 Calculus III
MATH 2320 Differential Equations ***OR***
MATH 2318 Linear Algebra
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

Δ*Classes chosen in major must be different from courses used for Core requirements.*

NOTE: Prospective math majors who are not eligible to enroll in MATH 2413 during their first semester are encouraged to meet with the chair of the mathematics department prior to the start of their first semester. A grade of "C" or higher is required to progress through the math sequence. The mathematics class in which the student is allowed to enroll is based upon placement test scores or mathematics courses completed in College.

Medical Laboratory Technology

Associate of Applied Science

Tyler Junior College offers a two-year program designed to provide understanding, proficiency and skill in medical laboratory technology. Upon completion of the program, the student will be granted an Associate of Applied Science degree and is eligible to apply for admission to sit for the certification examination administered by the American Society of Clinical Pathologists (ASCP), or other certifying agencies for medical laboratory technology. This program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), [5600 N. River Rd., Suite 720, Rosemont, IL 60018; telephone: 773–714–8880; FAX: 773–714–8886; e-mail: naaclsinfo@naacls.org; website: www.naacls.org].

A balanced curriculum of general education and medical laboratory technology courses offers the student an opportunity for cultural development as well as occupational competence. Clinical instruction is given at assigned affiliate hospitals under the general supervision of faculty employed by Tyler Junior College and a clinical preceptor. It is expected that when a student has completed the program, he/she should be able to perform in all general areas of the clinical laboratory.

All required courses of the MLT associate degree curriculum must be completed with a final grade of "C" or better. All medical laboratory technology courses (MLAB) and (PLAB) must be passed with a minimum grade of a 75 "C" as stipulated in the grading policy outlined in the Tyler Junior College Medical Laboratory Technology Student Handbook. Receiving a final grade below a "C" in any prerequisite course will result in the student being placed on program academic probation or lead to program dismissal until the deficiency has been removed. The student may not progress until deficiency has been removed.

Enrollment in this program is limited. See the Special Admissions requirements in the Admission section of this Catalog.

Prerequisites*

BIOL 2401 Anatomy and Physiology I

Semester I

MLAB 1201 Introduction to Clinical Lab Science
MLAB 1415 Hematology
PLAB 1223 Phlebotomy
ENGL 1301 Composition I
MATH 1314 College Algebra

Semester II

MLAB 2534 Microbiology
MLAB 1235 Immunology/Serology
MLAB 1231 Parasitology/Mycology
CHEM 1406 Introductory Chemistry I - Allied Health Emphasis *OR*
CHEM 1411 General Chemistry

Summer

MLAB 1311 Urinalysis and Body Fluids
PSYC 2314 Lifespan Growth and Development *OR*
PSYC 2301 General Psychology *OR*
SOCI 1301 Introductory Sociology

Semester III

MLAB 2501 Clinical Chemistry
MLAB 2431 Immunohematology
MLAB 1227 Coagulation
BIOL 2402 Anatomy and Physiology II

Semester IV

MLAB 2466 Practicum I

Summer I

MLAB 2167 Practicum II
PHIL 2306 Introduction to Ethics *OR*
HUMA 1301 Introduction to Humanities

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses and may be taken prior to acceptance into the program.*

**BIOL 2401 or CHEM 1406 or 1411 must be completed with a "C" or better before application to the medical laboratory technology program. Students substituting 1406 or 1411 as the prerequisite for BIOL 2401 will still be required to complete BIOL 2401 as part of the AAS degree.*

Special admissions and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course. Courses must be completed with a "C" or better for degree completion. Contact the department chair for details.

Medical Laboratory Technology

Clinical/Medical Laboratory Assistant

Marketable Skills Achievement Award

Certificate Classes

MLAB 1201 Introduction to Clinical Laboratory Science
PLAB 1223 Phlebotomy
BIOL 2404 Introduction to Anatomy and Physiology
MLAB 1165 Practicum {or Field Experience) - Clinical/Medical Laboratory Technician

Total Semester Hours—9

Medical Office Management

Associate of Applied Science

The Medical Office Management program is designed to provide professionally trained administrative assistants who will promote the smooth day-to-day operation of a medical office or department within a health care facility.

Communications

ENGL 1301 Composition I
SPCH 1321 Business & Professional Communication

Life and Physical Sciences Core

BIOL 2404 Anatomy & Physiology

Social and Behavioral Sciences

PSYC 2301 General Psychology ***OR***
PSYC 2314 Lifespan Growth & Development

Creative Arts

ARTS 1301 Art Appreciation ***OR***
MUSI 1306 Music Appreciation

Component Area Option

ENGL 2311 Technical & Business Writing

Majors Classes in Medical Office Management

HITT 1305 Medical Terminology I
POFM 1317 Medical Administrative Support
POFM 1327 Medical Insurance
POFT 1301 Business English
ITSW 1301 Introduction to Word Processing
POFM 1300 Basic Medical Coding
HRPO 2307 Organizational Behavior
POFT 1313 Professional Workforce Preparation
POFT 1321 Business Math
POFM 2310 Intermediate Medical Coding
ITSW 1304 Introduction to Spreadsheets
POFM 1302 Medical Software Applications
HITT 2245 Coding Certification Exam Review
HPRS 1105 Essentials of Medical Law/Ethics for Health Professionals
POFM 2280 Cooperative Education—Medical Administrative/Executive Assistant and Medical Secretary

Total Semester Hours—60

Medical Office Management

Certificate of Proficiency

Certificate Classes

HITT 1305 Medical Terminology I
POFM 1317 Medical Administrative Support
POFM 1327 Medical Insurance
POFT 1301 Business English
POFT 1321 Business Math
ITSW 1301 Introduction to Word Processing
POFM 1300 Basic Medical Coding
HRPO 2307 Organizational Behavior
ITSW 1304 Introduction to Spreadsheets
POFM 1302 Medical Software Applications
POFT 1313 Professional Workforce Preparation

Total Semester Hours—33

Medical Office Management

Medical Insurance Coding Specialist

Certificate of Proficiency

The Medical Insurance Coding Specialist Certificate of Proficiency is designed to prepare qualified individuals to pursue national certifications in medical coding. The curriculum alone is not sufficient to guarantee employment as a medical coder.

Prerequisite

HITT 1305 Medical Terminology I

Certificate Classes

POFM 1300 Basic Medical Coding
POFM 1327 Medical Insurance
HITT 2245 Coding Certification Exam Review
BIOL 2404 Anatomy and Physiology
POFM 2310 Intermediate Medical Coding

Total Semester Hours—18

Music

Associate of Arts — Field of Study

The Associate of Arts degree with an emphasis in music provides the approved field of study for all music majors intending to transfer upon degree completion to a college or university. The curriculum offers the required music theory, ear training, keyboard skills, music literature, applied study, and ensemble participation that all music majors must complete during their freshman and sophomore years.

Students should consult with the college or university they plan on attending before taking additional courses beyond those outlined in the Associate of Arts in music field of study.

Communications

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics

Select 1 Mathematics Core course; page 57.

American History

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Component Area Option

EDUC 1300 Learning Framework ***OR***
ENGL1302 Composition II ***OR***
ENGL2311 Technical & Business Writing

Major in Music

MUSI 1311 Music Theory I
MUSI 1312 Music Theory II
MUSI 2311 Music Theory III
MUSI 2312 Music Theory IV
MUSI 1116 Sight Singing & Ear Training I
MUSI 1117 Sight Singing & Ear Training II
MUSI 2116 Sight Singing & Ear Training III
MUSI 2117 Sight Singing & Ear Training IV
MUSI 1308 Music Literature I
MUEN X1XX Music majors are required to select at least one ensemble per semester (instrumental or vocal)** [5 hours total required]
MUAP X2XX Music majors are required to select one concentration instrument per semester [8 hours total required]
MUSI 1181 Class Piano
MUSI 1182 Class Piano
MUAP X1XX Music majors are required to select one secondary piano lesson per semester [2 hours total required]

Total Semester Hours—60

*** Contact hours will vary depending on ensemble selection*

If piano is the applied concentration, then the secondary instrument may be any instrument (brass, percussion, woodwind, guitar) or voice.

NOTE: Music majors are strongly encouraged to lighten their course load by enrolling in summer classes. Vocal students are encouraged to audition for the following vocal performing groups: TJC Harmony and Understanding, and Chamber Singers. Opera Workshop and Italian Diction are considered electives. In addition to the instrumental ensembles MUEN 1127 and 1128, instrumental students are encouraged to audition for the following instrumental performing groups: Apache Pan Ensemble, Apache Indoor Percussion Theatre, Guitar Ensemble, Instrumental Chamber Ensemble, String Ensemble, Jazz Band, and Wind Ensemble.

Musical Theatre

Associate of Arts

The Associate of Arts degree with an emphasis in musical theatre is designed to prepare students as "triple threats" for the Broadway musical theatre. This unique interdisciplinary A.A. program, jointly sponsored by the TJC Departments of Music and Theatre, offers a two-year sequence of courses in acting, voice, music and dance. Musical theatre majors take acting courses with the acting majors, but add courses in piano, musical theatre, two years of private voice study, plus extensive dance training in jazz and ballet. These students, with instruction in music, dance, and theatre, develop their skills through classroom, workshop, and varied performance opportunities.

Students should consult with the college or university that they plan on attending before taking additional courses beyond those outlined in the musical theatre degree plan.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Musical Theatre[Δ]

MUSI 1181 Piano Class I
MUAP 1181 Voice
MUAP 1182 Voice
MUAP 2181 Voice
MUAP 2182 Voice
DANC 1141 Ballet I
Choose 3:
DRAM 1330 Stagecraft I ***OR***
DRAM 1341 Makeup ***OR***
DRAM 1342 Introduction to Costume ***OR***
DRAM 1351 Acting I ***OR***
DRAM 1352 Acting II ***OR***
DRAM 2331 Stagecraft II ***OR***
DRAM 2336 Voice for the Theatre ***OR***
DRAM 2361 History of Theatre I ***OR***
DRAM 2362 History of Theatre **II**
DANC 1145 Modern Dance I ***OR***
DANC 1147 Jazz Dance I ***OR***
DANC 1210 Tap I

Total Semester Hours—60

Δ*Classes chosen in major must be different from courses used for Core requirements.*

Nursing, Associate Degree (ADN)

Associate of Applied Science

Enrollment in this program is limited. See the Special Admissions requirements in the Admission section of this Catalog.

Lower-division nursing content is offered at community colleges through one of two general types of programs: blocked or integrated. Tyler Junior College associate degree nursing program utilizes an integrated curriculum; therefore, students requesting transfer from an blocked curriculum may be required to repeat content of some courses.

The associate degree graduate, after adequate orientation, begins to practice as a staff nurse in a hospital or other health care setting. Through assessment of the individual, the graduate plans, implements and evaluates direct nursing care for individuals and/or groups. The graduate is able to monitor and direct peers and ancillary workers in the technical aspects of nursing care.

Having graduated from Tyler Junior College with an Associate of Applied Science degree in nursing, the graduate is qualified to apply for the National Council Licensure Examination for Registered Nurses. This program is accredited by the Texas Board of Nursing.

All required courses of the associate degree curriculum must be completed with a "C" or better. The student who has not received a "C" or better in any prerequisite course may not progress until the deficiency has been removed.

BIOL 2401 and PSYC 2314 must be completed prior to application to the ADN program.

All students, especially those with English as a second language, are recommended to take Medical Terminology prior to enrolling in nursing courses.

Prerequisites

BIOL 2401 Anatomy and Physiology I
PSYC 2314 Lifespan Growth & Development
ENGL 1301 Composition I

Semester I

PSYC 2301 General Psychology
RNSG 1216 Professional Nursing Competencies
RNSG 1128 Introduction to Health Care Concepts
RNSG 1430 Health Care Concepts I
RNSG 1125 Professional Nursing Concepts I
RNSG 1161 Clinical I-Registered Nursing

Semester II

BIOL 2420 Microbiology for Non-Science Majors
RNSG 1533 Health Care Concepts II
RNSG 1126 Professional Nursing Concepts II
RNSG 2362 Clinical II-Registered Nursing

Semester III

BIOL 2402 Anatomy and Physiology II
RNSG 1538 Health Care Concepts III
RNSG 1137 Professional Nursing Concepts III
RNSG 2363 Clinical III-Registered Nursing

Semester IV

Select 1 Language, Philosophy and Culture Core course; OR
Select 1 Creative Arts Core course; page 57
RNSG 2539 Health Care Concepts IV
RNSG 2138 Professional Nursing Concepts IV
RNSG 2360 Clinical IV-Registered Nursing

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

Non-nursing courses may be taken prior to placement in the ADN program.

All students, especially those with English as a second language, are recommended to take Medical Terminology prior to enrolling in nursing courses.

All general education prerequisites must be completed prior to fourth semester.

All other first-year courses must be completed with a "C" or better before progressing to the second year.

Non-nursing courses must be taken concurrently in the order listed in the degree plan.

Exceptions must be approved in writing by the department chair.

Special admission and retention rules apply. Contact the department chair for details.

LVN-ADN Transition

Associate of Applied Science

The associate degree nursing program also offers a licensed vocational nurse (LVN) to associate degree nursing transition option for currently licensed LVN's. Upon successful completion of the transition courses which are RNSG 1172 Professional Nursing Competencies, RNSG 1163 Transition Clinical 1, RNSG 1324 Concept-based Transition to Professional Nursing Practice and RNSG 1170 Introduction to Health Care Concepts, the transition student will earn an additional twelve (12) hours of equivalency credit. The transition option graduate will have earned a minimum total of 60 credit hours and the associate of applied science degree in nursing.

Prerequisites

BIOL 2401 Anatomy and Physiology I
BIOL 2402 Anatomy and Physiology II
PSYC 2301 General Psychology
PSYC 2314 Lifespan Growth and Development
ENGL 1301 Composition I
Select 1 Language, Philosophy and Culture Core course; OR Select 1 Creative Arts Core course; page 57

Semester II

RNSG 1172 Professional Nursing Competencies
RNSG 1163 Transitional Clinical I
RNSG 1324 Concept-based Transition to Professional Nursing Practice
RNSG 1170 Introduction to Health Care Concepts

Semester III

BIOL 2420 Microbiology for Non-Science Majors
RNSG 1538 Health Care Concepts III
RNSG 1137 Professional Nursing Concepts III
RNSG 2363 Clinical III-Registered Nursing

Semester IV

RNSG 2539 Health Care Concepts IV
RNSG 2138 Professional Nursing Concepts IV
RNSG 2360 Clinical IV-Registered Nursing

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

All first-year courses must be completed with a ''C" or better before progressing to the second year. Non-nursing courses must be taken concurrently in the order listed in the degree plan.

Exceptions must be approved in writing by the department chair.

** Upon successful completion of RNSG 1172, RNSG 1162, RNSG 1324 and RNSG 1170 the transition student will earn an additional twelve (12) credit hours of equivalency credit. The transition option graduate will have earned a minimum total of 60 credit hours and the associate of applied science degree in nursing.*

Paramedic-ADN Transition

Associate of Applied Science

The associate degree nursing program also offers a paramedic to associate degree nursing transition option for currently licensed or registered paramedics. Upon successful completion of the transition courses which are RNSG 1172 Professional Nursing Competencies, RNSG 1162 Transition Clinical Paramedic 1, RNSG 1324 Concept-based Transition to Professional Nursing Practice and RNSG 1170 Introduction to Health Care Concepts, the transition student will earn an additional twelve (12) hours of equivalency credit. The transition option graduate will have earned a minimum total of 60 credit hours and the associate of applied science degree in nursing.

Prerequisites

BIOL 2401 Anatomy and Physiology I
BIOL 2402 Anatomy and Physiology II
PSYC 2301 General Psychology
PSYC 2314 Lifespan Growth and Development
ENGL 1301 Composition I
Select 1 Language, Philosophy and Culture Core course; OR Select 1 Creative Arts Core course; page 57

Semester II

RNSG 1172 Professional Nursing Competencies
RNSG 1162 Transitional Clinical Paramedic I
RNSG 1324 Concept-based Transition to Professional Nursing Practice
RNSG 1170 Introduction to Health Care Concepts

Semester III

BIOL 2420 Microbiology for Non-Science Majors
RNSG 1538 Health Care Concepts III
RNSG 1137 Professional Nursing Concepts III
RNSG 2363 Clinical III-Registered Nursing

Semester IV

RNSG 2539 Health Care Concepts IV
RNSG 2138 Professional Nursing Concepts IV
RNSG 2360 Clinical IV-Registered Nursing

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

All first-year courses must be completed with a ''C" or better before progressing to the second year. Non-nursing courses must be taken concurrently in the order listed in the degree plan.

Exceptions must be approved in writing by the department chair.

** Upon successful completion of RNSG 1172, RNSG 1162, RNSG 1324 and RNSG 1170 , the transition student will earn an additional twelve (12) credit hours of equivalency credit. The transition option graduate will have earned a minimum total of 60 credit hours and the associate of applied science degree in nursing.*

Nursing, Vocational (VNE)

Certificate of Proficiency

Enrollment in TJC's vocational nursing program is limited. See the Special Admissions requirements in the Admission section of this Catalog.

The vocational nursing program is designed to prepare qualified individuals to provide nursing care within a directed scope of practice under appropriate supervision.

The new graduate is able to use a systematic problem-solving process in the care of multiple patients with predictable health care needs to provide individualized, goal-directed nursing care. The vocational nurse graduate contributes to the plan of care by collaborating with the interdisciplinary team members and with the patient's family. The new graduate can readily integrate technical skills and use of computers and equipment into practice. The vocational nurse represents the beginning level of the nursing practice continuum in the roles of Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. Successful completion of TJC's VNE curriculum leads to a Certificate of Proficiency.

After successful completion of the curriculum, graduates are qualified to apply for the National Council Licensure Exam for Licensed Vocational Nurses. Only students who have completed a program of education approved by the State Board and who have successfully passed the state licensing examination are authorized to practice as licensed vocational nurses.

A vocational nursing student must maintain a minimum of a "C" in every vocational nursing course in order to graduate.

Prerequisites

BIOL 2404 Anatomy and Physiology*

Level I

VNSG 1231 Pharmacology
VNSG 1260 Clinical I
VNSG 1204 Foundations of Nursing
VNSG 1323 Basic Nursing Skills
VNSG 1400 Nursing in Health and Illness I
VNSG 1227 Essentials of Medication Administration
VNSG 1329 Medical-Surgical Nursing I

Level II

VNSG 1201 Mental Health and Mental Illness
VNSG 1230 Maternal-Neonatal Nursing
VNSG 1334 Pediatrics
VNSG 1409 Nursing in Health and Illness II
VNSG 2431 Advanced Nursing Skills
VNSG 1262 Clinical II
VNSG 2161 Clinical III

Level III

VNSG 1119 Leadership and Professional Development
VNSG 2410 Nursing in Health and Illness III
VNSG 1361 Clinical IV

Total Semester Hours—48

**Prerequisite for all VNSG courses.*

Courses titled in **bold type** *represent general education requirements.*

Special admissions and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course. Courses must be completed with a "C" or better for completion of certificate. Contact the department chair for details.

Occupational Therapy Assistant

Associate of Applied Science

Occupational Therapy Assistants (OTAs) work under the direction of Occupational Therapists in treating individuals with injuries, illnesses or disabilities through the therapeutic use of everyday activities (occupations). They help these individuals to develop, recover and improve the skills needed for daily living and working. OTAs work with individuals across the lifespan in a variety of settings: hospitals, clinics, schools, and nursing homes, as well as in their homes, places of employment and other community settings.

The Occupational Therapy Assistant program involves four semesters of classroom and laboratory learning followed by one semester of full time fieldwork under the supervision of a registered Occupational Therapist (OTR) or a Certified Occupational Therapy Assistant (COTA). Upon successful completion of the program, students are eligible to take the national exam given by the National Board for Certification in Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant. The state of Texas requires a license to practice. Licensure involves a separate application process and is based on successful completion of the NBCOT Certification Examination.

Please note: A felony conviction may affect a student's acceptance to the program and a graduate's ability to sit for the NBCOT Certification Examination and/or attain state licensure.

Prerequisites

PSYC 2301 General Psychology
ENGL 1301 Composition I
BIOL 2404 Anatomy and Physiology

Semester I

OTHA 1301 Introduction to Occupational Therapy
OTHA 1315 Therapeutic Use of Occupations or Activities I
OTHA 1341 Occupational Performance from Birth through Adolescence
SPAN 1300 Conversational Spanish

Semester II

OTHA 1309 Human Structure and Function in Occupational Therapy
OTHA 2301 Pathophysiology in Occupational Therapy
OTHA 1319 Therapeutic Interventions I
OTHA 1353 Occupational Performance for Elders
OTHA 1260 Clinical - Occupational Therapy Assistant I

Summer

OTHA 2309 Mental Health in Occupational Therapy
OTHA 2361 Clinical - Occupational Therapy Assistant II

Semester III

PHIL 2306 Introduction to Ethics *OR*
HUMA 1301 Introduction to the Humanities I
OTHA 2331 Physical Function in Occupational Therapy
OTHA 2335 Healthcare Management in Occupational Therapy
OTHA 2302 Therapeutic Use of Occupations or Activities II
OTHA 2262 Clinical - Occupational Therapy Assistant III

Semester IV

OTHA 2266 Practicum (or Field Experience) - Occupational Therapy Assistant I
OTHA 2267 Practicum (or Field Experience) - Occupational Therapy Assistant II

Total Semester Hours—60

Special admission and retention rules apply. Contact the department chair for details.

Courses titled in **bold type** *represent general education requirements.*

Non-OTHA courses may be taken prior to admission to the Occupational Therapy Assistant program.

Special admission and retention rules apply. Department specific courses must be taken in sequence. Students must complete each course with at least a "C" or better to progress through the program. Contact the department chair for details.

The occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address iswww.acoteonline.org.

Paralegal

Associate of Applied Science

Students successfully completing this program are trained in the fundamentals of working as a paralegal. According to the American Bar Association, "A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible."

Communications

ENGL 1301 Composition I
SPCH 1321 Business & Professional Communication

Mathematics

MATH 1314 College Algebra *OR*
MATH 1332 Contemporary Mathematics I *OR*
MATH 1342 Elementary Statistical Methods

Language, Philosophy and Culture *OR*

ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics *OR*

Creative Arts Core

ARTS 1301 Art Appreciation *OR*
DRAM 1310 Introduction to Theater *OR*
MUSI 1306 Music Appreciation

Government/Political Science Core

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Component Area Option

ENGL 1302 Composition II

Major in Paralegal

LGLA 1119 Paralegal Ethics
LGLA 1311 Introduction to Law
ITSW 1301 Introduction to Word Processing
LGLA 1403 Legal Research
LGLA 2305 Interviewing and Investigating
POFI 2340 Advanced Word Processing
LGLA 1405 Legal Writing
LGLA 1349 Constitutional Law
LGLA 1345 Civil Litigation
ACNT 1303 Introduction to Accounting I ***or***
ACCT 2301 Principles of Accounting - Financial
LGLA 2307 Law Office Management
LGLA 2311 Business Organizations
LGLA 2380 Cooperative—Legal Assistant/ Paralegal ***OR***
Approved LGLA Elective*

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

**Approved Electives: LGLA 1353, 1355, 2313, 2315, 2333 and 2337.*

Physical Therapist Assistant

Associate of Applied Science

Physical therapist assistants (PTAs) provide physical therapy services under the direction and supervision of a physical therapist. PTAs assist the physical therapist in the treatment of individuals with medical and health-related conditions which limit their ability to perform functional activities. The goal of physical therapy treatment is to restore function, reduce pain and prevent disability. PTAs provide care for people in hospitals, outpatient clinics, patient's homes, schools, work settings, nursing homes and fitness facilities.

The Physical Therapist Assistant program is five semesters long and includes three, six week clinical rotations under the supervision of a physical therapist or physical therapist assistant. Upon successful completion of the program and pending the program being granted Accredited status by the Commission on Accreditation in Physical Therapy Education (CAPTE), students are eligible to take the National Physical Therapy Exam (NPTE) given by the Federation of State Boards of Physical Therapy (FSBPT) to become a licensed physical therapist assistant. The state of Texas requires a license to practice. Licensure involves a separate application process and is based on successful completion of the NPTE.

Please note: A felony conviction may affect a student's acceptance to the program and a graduate's ability to sit for the NPTE and/or obtain state licensure.

Prerequisites

ENGL 1301 Composition I
BIOL 2401 Anatomy and Physiology I

Semester I

PTHA 1225 Communication in Health Care
PTHA 1301 The Profession of Physical Therapy
PTHA 1305 Basic Patient Care Skills
PTHA 1413 Functional Anatomy
BIOL 2402 Anatomy and Physiology II

Semester II

PTHA 2409 Therapeutic Exercise
PTHA 2201 Essentials of Data Collection
PTHA 1431 Physical Agents
PTHA 1321 Pathophysiology for the PTA
PHIL 2306 Introduction to Ethics

Summer

PTHA 1266 Practicum

Semester III

PSYC 2314 Lifespan Growth & Development
PTHA 2205 Neurology
PTHA 2431 Management of Neurological Disorders
PTHA 2435 Rehabilitation Techniques

Semester IV

PTHA 2239 Professional Issues
PTHA 2266 Practicum
PTHA 2267 Practicum

Total Semester Hours—60

Special admission and retention rules apply. Contact the department chair for details.

Courses titled in **bold type** *represent general education requirements.*

Non-PTHA courses may be taken prior to admission to the Physical Therapist Assistant program.

Special admission and retention rules apply. Department specific courses must be taken in sequence. Students must complete each course with at least a "C" or better to progress through the program. Contact the department chair for details.

Effective July 21, 2015, Tyler Junior College Physical Therapist Assistant Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Physics

Associate of Science

Students receiving the Associate of Science degree with an emphasis in physics are prepared to continue their study of physics at the university.

To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)*

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Physics[Δ]

CHEM 1411 General Chemistry I
MATH 2414 Calculus II
MATH 2415 Calculus III ***OR***
CHEM 1412 General Chemistry II
MATH 2320 Differential Equations ***OR***
ENGR 2304 Programming for Engineers
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

**From the core choices, PHYS 2425 and 2426 are required for the Physics Degree.*

For more information, contact:
Department Chair, Engineering/Physical Sciences, G-207 / 903-510-2887.

Power Plant Technology

Associate of Applied Science

The Power Plant Technology program trains students for entry-level employment in the operation of modern fossil fuel power plants, gas turbine facilities, hydroelectric plants, and other facilities where steam and/or electricity is generated. Students will learn the technical and safety aspects of plant operations, the responsibilities of plant operators, and the mechanical and chemical technology needed for working in related industrial operations.

Semester I

OSHT 1320 Energy Industrial Safety
TECM 1303 Technical Calculations
ENER 1240 Employee Success in Energy Industry
CETT 1402 Electricity Principles
ENGL 1301 Composition I

Semester II

ENGL 2311 Technical and Business Writing
INCR 1302 Physics of Instrumentation
CBFM 1407 Boiler Operation
ENER 1330 Basic Mechanical Skills for Energy

Summer

ELMT 1380 Cooperative Education - Electromechanical Technology/Electromechanical Engineering Technology ***OR***
WLDG 1307 Introduction to Welding Using Multiple Processes

Semester III

INMT 2301 Machinery Installation
ELPT 2305 Motors and Transformers
ELMT 2452 Power Generation Instrumentation
MATH 1314 College Algebra

Semester IV

EPCT 1349 Environmental Regulations Interpretation and Applications
ELMT 2453 Power Generation Troubleshooting
SPCH 1321 Business & Professional Communication
Select 1:
ECON 2301 Principles of Macroeconomics *OR*
GOVT 2305 Federal Government *OR*
GOVT 2306 Texas Government *OR*
PSYC 2301 General Psychology *OR*
SOCI 1301 Introductory Sociology
PHIL 2306 Introduction to Ethics

Total Semester Hours— 60

Courses titled in bold type represent general education courses.

NOTE: Applicants must meet the admission requirements for TJC, meet minimum standards on the TSI Assessments in reading, writing, and math, and achieve minimum scores on the Bennett Mechanical Comprehension Test. The Bennett test requirement will be waived for those who have passed the POSS MASS Assessment.

NOTE: Department specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

Power Plant Technology

Certificate of Proficiency

Semester I

OSHT 1320 Energy Industrial Safety
TECM 1303 Technical Calculations
ENER 1240 Employee Success in Energy Industry
CETT 1402 Electricity Principles

Semester II

INCR 1302 Physics of Instrumentation
CBFM 1407 Boiler Operation
ENER 1330 Basic Mechanical Skills for Energy

Summer

ELMT 1380 Cooperative Education - Electromechanical Technology/Electromechanical Engineering Technology ***OR***
WLDG 1307 Introduction to Welding Using Multiple Processes

Total Semester Hours— 25

NOTE: Applicants must meet the admission requirements for TJC, and achieve minimum scores on the Bennett Mechanical Comprehension Test. The Bennett test requirement will be waived for those who have passed the POSS MASS Assessment.

NOTE: Department specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

Professional Tennis Management

Associate of Applied Science

This program provides a two-year course to train students in teaching tennis, planning programs for tennis facilities, merchandising and operating pro shops, and maintaining tennis facilities. In addition, students are trained and prepared for certification testing.

Students spend 15 hours per week on lab work, on-campus tennis clinics and functions of team coaching. Training aids used in the tennis program are books, video and audio recorders, ball machines, and stringing machines.

Upon graduation from this program, the student receives an Associate of Applied Science degree with a major in tennis teaching.

Communications

ENGL 1301 Composition I

Mathematics

MATH 1314 College Algebra *OR*
MATH 1342 Elementary Statistical Methods

Creative Arts Core

ARTS 1301 Art Appreciation

Social and Behavioral Sciences

SOCI 1301 Introductory Sociology

Component Area Option

ENGL 1302 Composition II
***COSC 1301 Introduction to Computing**

Majors Classes in Professional Tennis Management

RECL 1300 Scientific Approach to Tennis Teaching
RECL 1301 Philosophy of Coaching
RECL 1376 Tennis Teaching Clinic I
RECL 1302 Individual Tennis Instruction
RECL 1303 Athletic Program Planning
RECL 1304 Fitness and Motor Learning in Tennis
RECL 1377 Tennis Teaching Clinic II
PHED 1206 First Aid
RECL 1105 Summer Tennis Experience
FITT 2305 Sport Facility Management
RECL 2375 Tennis Teaching Clinic III
RECL 2307 Tennis Instruction Methodologies
RECL 2306 Sports Psychology
RECL 2338 United States Professional Tennis Association Exam Review
RECL 2376 Tennis Teaching Clinic IV

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

**This course is not part of the Core Curriculum.*

Professional Tennis Management

Certificate of Proficiency

Certificate Classes

RECL 1300 Scientific Approach to Tennis Teaching
RECL 1301 Philosophy of Coaching
RECL 1376 Tennis Teaching Clinic I
RECL 1302 Individual Tennis Instruction
RECL 1303 Athletic Program Planning
RECL 1304 Fitness and Motor Learning in Tennis
RECL 1377 Tennis Teaching Clinic II
RECL 1105 Summer Tennis Experience ***OR***
RECL 1271 Supervised Summer Work Experience
FITT 2305 Sport Facility Management
RECL 2307 Tennis Instruction Methodologies
RECL 2375 Tennis Teaching Clinic III
RECL 2306 Sport Psychology
RECL 2338 United States Professional Tennis Association Exam Review
RECL 2376 Tennis Teaching Clinic IV

Total Semester Hours—40

Psychology

Associate of Arts

The Associate of Arts degree with an emphasis in psychology is intended to provide students with the first two years of general requirements in psychology to prepare them for transfer to a 4-year institution.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Psychology[Δ]

Select 5:
PSYC 2306 Human Sexuality ***OR***
PSYC 2319 Social Psychology ***OR***
PSYC 2389 Academic Cooperative ***OR***
SOCI 1301 Introduction Sociology ***OR***
SOCI 1306 Social Problems ***OR***
SOCI 2301 Marriage and Family ***OR***
SOCI 2319 Minority Studies ***OR***
SOCI 2340 Drug Use and Abuse
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

**From the core choices, PSYC 2301 and 2314 are required for the Psychology Degree.*

Public Administration

Associate in Applied Science

The Public Administration program is designed to introduce students to management applications in the public and private sector of local, state, county and federal government agencies. The program offers two marketable skills achievement awards, one certificate, and an Associate in Applied Science degree. Students will be introduced to topics including intergovernmental relations, overview of different levels of government program management and management of nonprofit agencies. Skill development in dealing with the public and the media for public sector employees, managers, and public relations specialists also is covered in this degree plan.

Communications

ENGL 1301 Composition I
SPCH 1315 Public Speaking OR
SPCH 1321 Business & Professional Communication

Mathematics

MATH 1314 College Algebra *OR*
MATH 1332 Contemporary Mathematics I *OR*
MATH 1342 Elementary Statistical Methods

Language, Philosophy and Culture *OR*

ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics *OR*

Creative Arts Core

ARTS 1301 Art Appreciation *OR*
DANC 2303 Dance Appreciation I *OR*
DRAM 1310 Introduction to Theater *OR*
MUSI 1306 Music Appreciation

American History

HIST 1301 United States History I
HIST 1302 United States History II

Government/Political Science

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences

SOCI 1301 Introductory Sociology

Component Area Option Core

ENGL 1302 Composition II

Major in Public Administration[Δ]

PBAD 1321 Public Administration
PBAD 1341 Governmental Agencies
PBAD 2335 Ethics in the Public Sector
PBAD 2305 Public Sector Management
HRPO 2307 Organizational Behavior
PBAD 2311 Public Sector Supervision
PBAD 2331 Budgeting in the Public Sector
PBAD 2301 Public Relations in the Public Sector
PBAD 2339 Human Resources in the Public Sector
PBAD 1392 Special Topics in Public Administration (Local Governments Agencies) ***OR***
PBAD 2365 Practicum - Public Administration

Total Semester Hours – 60

Courses titled in **bold type** *represent general education requirements.*

Public Administration

Certificate of Proficiency

Certificate Classes

PBAD 1321 Public Administration
PBAD 1341 Governmental Agencies
PBAD 2305 Public Sector Management
PBAD 2311 Public Sector Supervision
PBAD 2339 Human Resources in the Public Sector
PBAD 2335 Ethics in the Public Sector

Total Semester Hours – 18

Public Administration

Marketable Skills Achievement Award

Certificate Classes

PBAD 1321 Public Administration
PBAD 1341 Governmental Agencies
PBAD 2305 Public Sector Management

Total Semester Hours – 9

Public Administration
Leadership

Marketable Skills Achievement Award

Certificate Classes

PBAD 2311 Public Sector Supervision
PBAD 2339 Human Resources in the Public Sector
PBAD 2335 Ethics in the Public Sector

Total Semester Hours – 9

Radiologic Technology

Associate of Applied Science

Tyler Junior College offers a cooperative program with area medical facilities which is designed to provide skilled technologists in diagnostic medical radiography. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program are eligible to apply for admission to sit for the certification exam administered by the American Registry of Radiologic Technologists (ARRT).

A balanced curriculum of general didactic and practicum courses offers the student an opportunity for cultural development as well as occupational competence. Practicum instruction is given in area hospitals under the direction of radiologists, directors of radiology departments and practicum instructors.

The minimum time for program completion is 24 months. A minimum grade of 78% will be required on all radiologic technology didactic courses. 75% is passing for practicum courses.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

Enrollment in this program is limited and requires an ACT Minimum Composite & Science Reasoning Score 17. See the Special Admissions requirements in the Admission section of this *Catalog.*

Prerequisites

BIOL 2401 Anatomy and Physiology I

Semester I

(16 weeks)

RADR 2309 Radiographic Imaging Equipment
RADR 1203 Patient Care
RADR 1201 Introduction to Radiography
RADR 1311 Basic Radiographic Procedures
RADR 1266 Practicum I

Semester II

(16 weeks)

RADR 2313 Radiation Biology and Protection
RADR 1213 Principles of Radiographic Imaging I
RADR 2301 Intermediate Radiographic Procedures
RADR 1267 Practicum II
ENGL 1301 Composition I

Summer

(11 weeks)

RADR 2266 Practicum III
RADR 2233 Advanced Medical Imaging
RADR 2236 Special Patient Applications

Semester III

(16 weeks)

RADR 2205 Principles of Radiographic Imaging II
RADR 2366 Practicum IV
RADR 2217 Radiographic Pathology
PSYC 2314 Lifespan Growth & Development *OR*
PSYC 2301 General Psychology
BIOL 2402 Anatomy and Physiology II

Semester IV

(*16 weeks)*

RADR 2367 Practicum V
RADR 2331 Advanced Radiographic Procedures
PHIL 2306 Introduction to Ethics OR
HUMA 1301 Introduction to Humanities I
MATH 1314 College Algebra *OR*
MATH 1332 Contemporary Mathematics I

Summer

(11 weeks)

RADR 2167 Practicum VI
RADR 2235 Radiologic Technology Seminar

Total Semester Hours—64

Courses titled in **bold type** represent general education courses and may be taken prior to acceptance into the Radiologic Care program.

Special admissions and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course. Courses must be completed with a "C" or better for completion. Contact the department chair for details.

Respiratory Care

Associate of Applied Science

The Respiratory Care Program is a two-year curriculum that includes one semester (15 credit hours) of prerequisite courses and four semesters (51 credit hours) of didactic, laboratory, and clinical classes that prepare the student for a career as a Respiratory Therapist. The program is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Enrollment in this program is limited. All prerequisite courses should be completed before application for enrollment into the respiratory care program. See the Special Admissions requirements in the Admission section of this *Catalog*.

All required courses of the respiratory care curriculum must be completed with a grade of "C" or better and a grade point average of at least 2.0 must be maintained while in the program.

The graduate of the program will receive an associate of applied science degree and will be eligible to apply for the Therapist-Multiple Choice (TMC) examination administered by the national board for respiratory care (NBRC). The graduate who achieves the low cut score will attain the CRT credential. The graduate who passes the TMC at the high cut score will then be eligible to sit for the BBRC Clinical Simulation Exam. If successful, the credential of Registered Respiratory Therapist (RRT) will be attained.

Upon attainment of the RRT credential, the graduate is also eligible to apply for additional specialty examinations which include: neonatal/pediatric specialist (NPS), certified pulmonary function technologist (CPFT), the registered pulmonary function technologist (RPFT), and sleep disorders specialty (SDS) credentials, and Adult Critical Care Specialty Examination (ACCS).

In addition, all graduates are trained American Heart Association, Advanced Cardiac Life Support (ACLS) providers, Pediatric Advanced Life Support (PALS) providers, and also complete the Neonatal Resuscitation Program (NRP) in accordance with the standards of the American Academy of Pediatrics.

Prerequisites

MATH 1314 College Algebra
BIOL 2401 Anatomy and Physiology I*
CHEM 1406 Introductory Chemistry I - Allied Health Emphasis*
SOCI 1301 Introductory Sociology
RSPT 1101 Introduction to Respiratory Care

Semester I

BIOL 2402 Anatomy and Physiology II
ENGL 1301 Composition I
RSPT 1227 Applied Physics for Respiratory Care
RSPT 1307 Cardiopulmonary/Anatomy & Physiology
RSPT 1329 Respiratory Care Fundamentals I
RSPT 2217 Pharmacology
RSPT 1166 Practicum I

Semester II

BIOL 2420 Microbiology for Non-Science Majors
SPCH 1315 Public Speaking *OR*
SPCH 1321 Business & Professional Communication
RSPT 1331 Respiratory Care Fundamentals II
RSPT 2139 Advanced Cardiac Life Support
RSPT 2210 Cardiopulmonary Disease
RSPT 1267 Practicum II

Summer

RSPT 2266 Practicum III
RSPT 2414 Mechanical Ventilation

Semester III

ARTS 1301 Art Appreciation
RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care
RSPT 2425 Cardiopulmonary Diagnostics
RSPT 2267 Practicum IV

Total Semester Hours—66

Courses titled in **bold type** represent general education core courses and may be taken prior to acceptance into the Respiratory Care program.

** NOTE: BIOL 2401 and CHEM 1406 must be completed with a "C" or better before application to the respiratory care program. See department chair for possible exceptions.*

Special admissions and retention rules apply. Contact the department chair for details. Department-specific courses must be taken in sequence and may have a prerequisite course. Courses must be completed with a "C" or better for completion. Contact the department chair for details.

Respiratory Care
Polysomnography

Advanced Technical Certificate

Prerequisites

Associate Degree in Respiratory Care
American Heart Association - ACLS

Semester I

PSGT 1310 Neuroanatomy and Physiology
PSGT 1300 Polysomnography I
PSGT 1260 Clinical - Polysomnography

Semester II

PSGT 2205 Sleep Scoring & Staging
PSGT 2311 Polysomnography II

Semester III

PSGT 2360 Clinical Polysomnography II

Total Semester Hours—16

Science

Associate of Science

The AS degree in Science is designed for students with a science-related major that does not match the coursework required for the AS in Biology, Chemistry, Geology or Physics. At the same time, this degree allows students to take the core courses necessary for transfer to a four-year college. Only science courses which can be applied to a science major will count toward this degree. To receive the degree, the student must make a minimum grade of "C" in all required math and science courses.

Students pursuing a science-related major are encouraged to meet with a TJC academic advisor and an advisor at their intended transfer institution to review course requirements and customize their degree plan accordingly.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Science[Δ]

MATH 1314 College Algebra ***OR***
MATH 1316 Plane Trigonometry ***OR***
MATH 1342 Elementary Statistical Methods ***OR***
MATH 2413 Calculus I ***OR***
MATH 2414 Calculus II ***OR***
MATH 2415 Calculus III
Select 2:
BIOL 1406 Biology for Science Majors I ***OR***
BIOL 1407 Biology for Science Majors II ***OR***
BIOL 1411 General Botany ***OR***
BIOL 2406 Environmental Biology ***OR***
BIOL 2416 Genetics ***OR***
CHEM 1411 General Chemistry I ***OR***
CHEM 1412 General Chemistry II ***OR***
CHEM 2423 Organic Chemistry I ***OR***
CHEM 2425 Organic Chemistry II ***OR***
GEOL 1403 Physical Geology ***OR***
GEOL 1404 Historical Geology ***OR***
PHYS 1401 College Physics I ***OR***
PHYS 1402 College Physics II ***OR***
PHYS 1403 Stars and Galaxies ***OR***
PHYS 1404 Solar System ***OR***
PHYS 2425 University Physics I ***OR***
PHYS 2426 University Physics II
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

Sign Language Interpreting

Interpreter Training Program

Associate of Applied Science‡

The purpose of the Sign Language Interpreter training program of Tyler Junior College is to prepare graduates for a career as interpreters serving the Deaf community in a variety of settings. Graduates of this program will have had extensive training in American Sign Language, American Deaf Culture and in expressive/receptive interpreting/transliterating. Sign language interpreters facilitate communication between people who are Deaf or hard of hearing and people who can hear. They must be fluent in English and in American Sign Language (ASL), which combines signing, fingerspelling, specific body language and facial expressions. (See www.tjc.edu/signlanguage for "Essential Functions of a Sign Language Interpreter" and the program handbook.)

An associate's degree is required before applying to take the Texas State Board Exam. Applicants must first pass both a criminal background check and the state board's Test of English Proficiency. (See information on the DARS website: www.dars.state.tx.us/dhhs.) After passing these, the applicant can apply for the Basic Level Performance Test. Higher levels of certification are then available including Court Certification. To become nationally certified candidates wishing to obtain the National Interpreting Certificate must have a minimum of a Bachelor's degree. For information, go to: www.rid.org.

TJC's program offers an Associate of Applied Science degree in sign language interpreting to prepare students for careers as interpreters.

A Certificate of Proficiency is offered for students who either already have a degree or who are pursuing a degree in another field but want to become an interpreter as well. Please note that the certificate is NOT the same as board certification. A student must still meet all DARS state requirements or the national requirements to become a professional interpreter.

A 24 credit hour ASL Skills Certificate is offered for those who want to develop their conversational ASL skills to complement their career choice such as Allied Health, Deaf Education, Special Education and others. This does not prepare a student to become a certified or licensed interpreter.

Note: The ASL Skills Certificate includes all but 2 classes in the first year of the interpreting degree or certificate. Advising is held by the department each Fall and Spring to assist current students.

Communications

ENGL 1301 Composition I
SPCH 1315 Public Speaking *OR*
SPCH 1321 Business & Professional Communication

Mathematics *OR*

MATH 1314 College Algebra *OR*
MATH 1324 Mathematics for Business and Social Sciences *OR*

Life and Physical Sciences

BIOL 1409 Biology for Non-Science Majors II

Language, Philosophy and Culture

ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 2306 Introduction to Ethics

Social and Behavioral Sciences Core

PSYC 2314 Lifespan Growth and Development

Major in Sign Language

SGNL 1401 Beginning American Sign Language I
SGNL 1402 Beginning American Sign Language II
SLNG 1215 Visual/Gestural Communication
SLNG 1321 Introduction to the Interpreting Profession
SGNL 2301 Intermediate American Sign Language I
SLNG 1211 Fingerspelling and Numbers
SLNG 1307 Intra-Lingual Skills for Interpreters
SLNG 2301 Interpreting I
SGNL 2302 Intermediate American Sign Language II

Mid-program evaluation: Student must pass with "C" or better to continue in the program.

SLNG 1347 Deaf Culture
SLNG 1391 Special Topics in Sign Language Interpreter
SLNG 2302 Interpreting II
SLNG 2303 Transliterating
SLNG 2334 American Sign Language (ASL) V
SLNG 1350 Sign to Voice
SLNG 2266 Practicum (or Field Experience) - Sign Language Interpretation and Translation (16 hours per week)
SLNG 2331 Interpreting III

Total Semester Hours—65

Courses titled in **bold type** represent general education courses.

Exit Exam: Student must pass with a "C" or better to graduate and pass the State or National Board Exams to work as a certified interpreter.

‡ - Referencing both the SLI degree and certificate curriculums:
See Catalog descriptions for course pre-requisites and co-requisites. Students enrolling in this program who plan to transfer to upper-level institutions should consult an advisor regarding transfer requirements and the transferability of these courses. For an interpreter training degree, students must have a minimum grade of "C" in each SLNG/SGNL class, as well as the mid-program and exit exams. In addition, for the degree, students must complete the General Graduation Requirements as set forth in the TJC Catalog.

Sign Language Interpreting

Certificate of Proficiency‡

This certificate is for those who already have a degree in any field or who are Texas Core Complete. To become a professional interpreter, one must pass the State Board Exams in addition to holding at least an associate degree or hold at least a bachelor's degree and pass the National Interpreting Certificate exam.

Certificate Classes

ENGL 1301 Composition I
SGNL 1401 Beginning American Sign Language I
SGNL 1402 Beginning American Sign Language II
SLNG 1215 Visual Gestural Communication
SLNG 1321 Introduction to the Interpreting Profession
SGNL 2301 Intermediate American Sign Language I
SLNG 1307 Intra-Lingual Skills for Interpreters
SLNG 1211 Fingerspelling and Numbers
SGNL 2302 Intermediate American Sign Language II
SLNG 2301 Interpreting I

Mid-program evaluation: Student must pass with "C" or better to continue in the program.

SLNG 1347 Deaf Culture
SLNG 1391 Special Topics in Sign Language Interpreter
SLNG 2302 Interpreting II
SLNG 2303 Transliterating
SLNG 2334 American Sign Language (ASL) V
SLNG 1350 Sign to Voice
SLNG 2266 Practicum (or Field Experience) - Sign Language Interpretation and Translation (16 hours per week)
SLNG 2331 Interpreting III

Total Semester Hours—53

Courses titled in **bold type** represent general education courses.

Exit Exam: Student must pass with a "C" or better to graduate and pass the State or National Board Exams to work as a certified interpreter.

‡ - Referencing both the SLI degree and certificate curriculums:
See Catalog descriptions for course pre-requisites and co-requisites. Students enrolling in this program who plan to transfer to upper-level institutions should consult an advisor regarding transfer requirements and the transferability of these courses. For an interpreter training degree, students must have a minimum grade of "C" in each SLNG/SGNL class, as well as the mid-program and exit exams. In addition, for the degree, students must complete the General Graduation Requirements as set forth in the TJC Catalog.

ASL Skills Certificate

Certificate of Proficiency

To become a professional interpreter, one must pass the State Board Exams in addition to having at least an associate degree. This certificate is designed for students wanting ASL skills but do not want to become an interpreter, such as those majoring in Deaf Education, Special Education, Speech Pathology, Allied Health fields, etc. If a student wishes to continue on to achieve an AAS in Sign Language Interpreting, these courses will satisfy 24 of the total hours required for the AAS degree.

Certificate Classes

ENGL 1301 Composition I
SGNL 1401 Beginning American Sign Language I
SGNL 1402 Beginning American Sign Language II
SLNG 1215 Visual/Gestural Communication
SLNG 1321 Introduction to the Interpreting Profession
SGNL 2301 Intermediate American Sign Language I
SLNG 1211 Fingerspelling and Numbers
SGNL 2302 Intermediate American Sign Language II

Total Semester Hours—24

Courses titled in **bold** type represent general education courses.

Social Work

Associate of Arts

The Associate of Arts degree with an emphasis in social work is designed to provide the first two years of coursework for transfer to a baccalaureate social work degree program.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Social Work$^{\Delta}$

SOCW 2361 Introduction to Social Work
SOCW 2362 Social Welfare as a Social Institution
Select 3:
SOCI 1301 Introductory Sociology ***OR***
SOCI 1306 Social Problems ***OR***
SOCI 2301 Marriage and Family ***OR***
SOCI 2319 Minority Studies ***OR***
SOCI 2340 Drug Use and Abuse ***OR***
PSYC 2301 General Psychology
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

Stephen F. Austin State University offers a bachelor of social work degree at Tyler Junior College. All upper-level division courses are taught by SFA on the TJC campus. Students intending to pursue this degree should refer to the articulation agreement established between SFA and TJC for specific degree requirements.

Sociology

Associate of Arts

The Associate of Arts degree with an emphasis in sociology is intended to provide the first two years of sociology courses, preparing them for transfer to a four-year institution.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Sociology$^{\Delta}$

SOCI 1301 Introductory Sociology
SOCI 1306 Social Problems
Select 3:
SOCI 2301 Marriage and Family ***OR***
SOCI 2319 Minority Studies ***OR***
SOCI 2340 Drug Use and Abuse ***OR***
PSYC 2301 General Psychology ***OR***
PSYC 2306 Human Sexuality ***OR***
PSYC 2314 Lifespan Growth & Development ***OR***
PSYC 2319 Social Psychology
Select any number of elective hours needed to bring the total semester hours to no fewer than 60.

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

Surgical Technology

Associate of Applied Science

The surgical technology curriculum is designed to prepare qualified persons to provide services in the surgical area under the supervision of the surgical supervisor.

Students are required to take the National Exam given by the National Board of Surgical Technologisty/Surgical Assist (NBSTSA) before or directly after graduation. Those who pass this exam become Certified Surgical Technologists (CST).

All SRGT courses must be completed in sequence and completed with a minimum of "C" (75%) in all SRGT courses.

Any student who has withdrawn from the program after successfully completing the first semester may re-enter the program by passing with a 75 percent or better the most current final examination for each course completed prior to withdrawal and successfully completing a demonstration of the first semester competencies. Readmission to the program is dependent upon available space.

Enrollment in the program is limited. See the Special Admissions requirements in the Admission section of this Catalog.

Summer

BIOL 2401 Anatomy and Physiology I
ENGL 1301 Composition I

Semester I

BIOL 2402 Anatomy and Physiology II
PSYC 2314 Lifespan Growth and Development
HITT 1305 Medical Terminology I
SOCI 1301 Introductory Sociology

Semester II

SPCH 1315 Public Speaking
BIOL 2420 Microbiology for Non-Science Majors
PSYC 2301 General Psychology

Semester III

SRGT 1405 Introduction to Surgical Technology
SRGT 1409 Fundamentals of Perioperative Concepts and Techniques
SRGT 1541 Surgical Procedures I
SRGT 1266 Practicum (or Field Experience) - Surgical Technology/Technologist Practicum I

Semester IV

SRGT 1542 Surgical Procedures II
SRGT 2466 Practicum (or Field Experience) - Surgical Technology/Technologist Practicum II
POFT 1313 Professional Workforce Preparation
HUMA 1301 Introduction to Humanities I

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

Surgical Technology

Certificate of Proficiency

Prerequisites***

HITT 1305 Medical Terminology I
BIOL 2404 Anatomy and Physiology

Semester I

SRGT 1405 Introduction to Surgical Technology
SRGT 1409 Fundamentals of Perioperative Concepts and Techniques
SRGT 1541 Surgical Procedures I
SRGT 1266 Practicum (or Field Experience) - Surgical Technology/Technologist Practicum I

Semester II

SRGT 1542 Surgical Procedures II
SRGT 2466 Practicum (or Field Experience) - Surgical Technology/Technologist Practicum II
POFT 1313 Professional Workforce Preparation
BIOL 2420 Microbiology for Non-Science Majors

Total Semester Hours—38

Courses titled in **bold type** represent general education courses.

****All prerequisites must be completed before SRGT classes.*

Special admission and retention rules apply. Contact the department chair for details.

Surveying and Mapping Technology

Associate of Applied Science Degree

The surveying and mapping technology program is designed to teach the student the basic elements of surveying required of a land surveyor as well as to provide part of the formal training required for a professional license. Boundary surveying is emphasized and includes history, dendrology, evaluating property corners, measuring boundaries, describing land by metes and bounds, calculating land areas, and using the Texas Coordinate System. The student also has the opportunity to study mapping, route surveying, control surveying, the Global Positioning System (GPS), and electronic data collection. A one-year Certificate of Proficiency is available to students completing certain designated courses. After successful completion of the two-year program, the student receives the Associate of Applied Science degree.

Communications

ENGL 1301 Composition I
SPCH 1321 Business & Professional Communication

Mathematics

MATH 1314 College Algebra

Language, Philosophy and Culture *OR*

ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics *OR*

Creative Arts Core

ARTS 1301 Art Appreciation *OR*
DANC 2303 Dance Appreciation I *OR*
DRAM 1310 Introduction to Theater *OR*
MUSI 1306 Music Appreciation

Component Area Option

EDUC 1300 Learning Framework

Major in Surveying and Mapping Technology

COSC 1301 Introduction to Computing
SRVY 1301 Introduction to Surveying
SRVY 1309 Surveying Measurement
SRVY 1315 Surveying Calculations
SRVY 1341 Land Surveying
SRVY 1335 Land Surveying Applications
SRVY 2309 Computer-Aided Mapping
SRVY 2305 Geographic Information Systems Applications
SRVY 2331 Geodetic Surveying and Mapping
SRVY 2335 Geodetic Surveying and Mapping Application
SRVY 2344 Surveying—Legal Principles II
SRVY 2339 Engineering Design Surveying
SRVY 2341 Engineering Design Surveying Lab
SRVY 2343 Surveying—Legal Principles I
SRVY 2386 Internship—Survey Technology/Surveying

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

Surveying and Mapping Technology

Certificate of Proficiency

Certificate Classes

SRVY 1301 Introduction to Surveying
SRVY 1309 Surveying Measurement
SRVY 1315 Surveying Calculations
SRVY 2331 Geodetic Surveying and Mapping
SRVY 2335 Geodetic Surveying and Mapping Application
SRVY 2344 Surveying—Legal Principles II
SRVY 1341 Land Surveying
SRVY 1335 Land Surveying Applications
SRVY 2309 Computer-Aided Mapping
SRVY 2339 Engineering Design Surveying
SRVY 2341 Engineering Design Surveying Lab
SRVY 2343 Surveying—Legal Principles I

Total Semester Hours—36

Theatre

Associate of Arts

The Associate of Arts degree with an emphasis in theatre provides students with the first two years of college theatre education.

Communications Core (6 hrs)

ENGL 1301 Composition I
Select 1 Communications Core course; page 57.

Mathematics Core (3 hrs)

Select 1 Mathematics Core course; page 57.

Life and Physical Sciences Core (6 hrs)

Select 2 Life and Physical Sciences Core course; page 57.

Language, Philosophy and Culture Core (3 hrs)

Select 1 Language, Philosophy and Culture Core course; page 57.

Creative Arts Core (3 hrs)

Select 1 Creative Arts Core course; page 57.**

American History Core (6 hrs)

HIST 1301 United States History I
Select 1 American History Core course; page 57.

Government/Political Science Core (6 hrs)

GOVT 2305 Federal Government

GOVT 2306 Texas Government

Social and Behavioral Sciences Core (3 hrs)

Select 1 Social and Behavioral Sciences Core course; page 57.

Component Area Option Core (6 hrs)

EDUC 1300 Learning Framework
Select 1 Component Area Option Core course; page 57.

Major in Theatre[Δ]

Choose 4:
DRAM 1330 Stagecraft I ***OR***
DRAM 1341 Makeup ***OR***
DRAM 1342 Introduction to Costume ***OR***
DRAM 1351 Acting I ***OR***
DRAM 1352 Acting II ***OR***
DRAM 2331 Stagecraft II ***OR***
DRAM 2336 Voice for Theatre ***OR***
DRAM 2361 History of the Theatre I ***OR***
DRAM 2362 History of the Theatre II
DRAM 1120 Theatre Practicum I
DRAM 1121 Theatre Practicum II
DRAM 2120 Theatre Practicum III
DRAM 2121 Theatre Practicum IV

Total Semester Hours—60

ΔClasses chosen in major must be different from courses used for Core requirements.

*** DRAM 1310 recommended*

Vision Care Technology

Certificate of Proficiency

Semester I

OPTS 1311 The Visual System
OPTS 2341 Ophthalmic Techniques
OPTS 1501 Ophthalmic Dispensing
OPTS 1309 Ophthalmic Laboratory I
OPTS 1315 Basic Contact Lenses
OPTS 1305 Geometric Optics

Semester II

OPTS 2345 Advanced Ophthalmic Techniques
OPTS 2531 Advanced Ophthalmic Dispensing
OPTS 1349 Ophthalmic Laboratory II
OPTS 2335 Advanced Contact Lenses
OPTS 2166 Ophthalmic Practicum I
OPTS 1319 Vision Care Office Procedures

Summer

OPTS 2266 Ophthalmic Practicum II

Total Semester Hours—40

Special admission and retention rules apply. Contact the department chair for details.

Visual Communications

(formerly Graphic Design/Photography)

Associate of Applied Science

Students completing this program may receive a Certificate of Proficiency or an Associate of Applied Science degree. The AAS degree plan is a two-year, post-secondary technical program designed to meet the needs of the student desiring to enter the field of visual communications, graphic design, or commercial photography.

Communications

ENGL 1301 Composition I
SPCH 1321 Business & Professional Communication

Mathematics

MATH 1332 Contemporary Mathematics I *OR*
MATH 1342 Elementary Statistical Methods *OR*
MATH 1350 Fundamentals of Mathematics I *OR
MATH 1351 Fundamentals of Mathematics II *OR
MATH 1314 College Algebra *OR*
MATH 1316 Plane Trigonometry *OR*
MATH 1324 Mathematics for Business and Social Sciences

Language, Philosophy and Culture *OR*

ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics *OR*

Creative Arts Core

ARTS 1301 Art Appreciation *OR*
DANC 2303 Dance Appreciation I *OR*
DRAM 1310 Introduction to Theater *OR*
MUSI 1306 Music Appreciation

Component Area Option

EDUC 1300 Learning Framework

Major Visual Communications:

ARTC 1313 Digital Publishing I
PHTC 1311 Fundamentals of Photography
ARTC 1305 Basic Graphic Design
ARTC 1302 Digital Imaging I
GRPH 1359 Vector Graphics for Production
IMED 1301 Introduction to Digital Media
ARTC 2348 Digital Publishing III
PHTC 2301 Intermediate Photography
PHTC 1345 Illustrative Photography I
IMED 1316 Web Design I
ARTC 2305 Digital Imaging II
PHTC 1341 Color Photography I
IMED 2315 Web Design II
GRPH 2336 Prepress Techniques
IMED 2311 Portfolio Development

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

**This course is not part of the Core Curriculum.*

Visual Communications
Graphic Design

(formerly Graphic Design/Photography)

Certificate of Proficiency

Certificate Classes

PHTC 1311 Fundamentals of Photography
ARTC 1305 Basic Graphic Design
ARTC 1313 Digital Publishing I
ARTC 1302 Digital Imaging I
ARTC 2348 Digital Publishing III
GRPH 1359 Vector Graphics for Production
IMED 1301 Introduction to Digital Media
ARTC 2305 Digital Imaging II
IMED 1316 Web Design I
GRPH 2336 Prepress Techniques

Total Semester Hours—30

Visual Communications
Photography

(formerly Graphic Design/Photography)

Certificate of Proficiency

Certificate Classes

PHTC 1311 Fundamentals of Photography
ARTC 1313 Digital Publishing I
IMED 1301 Introduction to Digital Media
ARTC 1302 Digital Imaging I
PHTC 2301 Intermediate Photography
PHTC 1341 Color Photography I
PHTC 1345 Illustrative Photography I
IMED 1316 Web Design I

Total Semester Hours—24

Visual Communications Web Development

(formerly Graphic Design/Photography)

Associate of Applied Science

Students completing this program may receive a Certificate of Proficiency or an Associate of Applied Science degree. The AAS degree plan is a two-year, post-secondary technical program designed to meet the needs of the student desiring to enter the field of web development.

Communications

ENGL 1301 Composition I
SPCH 1321 Business & Professional Communication

Mathematics

MATH 1332 Contemporary Mathematics I *OR*
MATH 1342 Elementary Statistical Methods *OR*
MATH 1350 Fundamentals of Mathematics I *OR
MATH 1351 Fundamentals of Mathematics II *OR
MATH 1314 College Algebra *OR*
MATH 1316 Plane Trigonometry *OR*
MATH 1324 Mathematics for Business and Social Sciences

Language, Philosophy and Culture *OR*

ENGL 2332 World Literature I *OR*
ENGL 2333 World Literature II *OR*
HUMA 1301 Introduction to the Humanities I *OR*
PHIL 1301 Introduction to Philosophy *OR*
PHIL 2306 Introduction to Ethics *OR*

Creative Arts Core

ARTS 1301 Art Appreciation *OR*
DANC 2303 Dance Appreciation I *OR*
DRAM 1310 Introduction to Theater *OR*
MUSI 1306 Music Appreciation

Component Area Option

EDUC 1300 Learning Framework

Major Visual Communications:

ARTC 1305 Basic Graphic Design
ARTC 1313 Digital Publishing I
ITSE 1311 Beginning Web Programming
PHTC 1311 Fundamentals of Photography
IMED 1301 Introduction to Digital Media
ARTC 1302 Digital Imaging I
ARTC 2348 Digital Publishing III
ITSE 2309 Database Programming
ITSE 1306 PHP Programming
IMED 1316 Web Design I
ARTC 2305 Digital Imaging II
ITSE 2302 Intermediate Web Programming
INEW 2334 Advanced Web Programming
IMED 2315 Web Design II
IMED 2311 Portfolio Development

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

**This course is not part of the Core Curriculum.*

Visual Communications
Web Development

(formerly Graphic Design/Photography)

Certificate of Proficiency

Certificate Classes

PHTC 1311 Fundamentals of Photography
ARTC 1305 Basic Graphic Design
ARTC 1313 Digital Publishing I
ITSE 1311 Beginning Web Programming
IMED 1301 Introduction to Digital Media
ARTC 1302 Digital Imaging I
ARTC 2348 Digital Publishing III
ITSE 1306 PHP Programming
ITSE 2309 Database Programming
IMED 1316 Web Design I
ARTC 2305 Digital Imaging II
ITSE 2302 Intermediate Web Programming

Total Semester Hours—36

Welding Technology

Associate of Applied Science

Welding is a two-year, post secondary program designed to qualify the student for entry-level code welding for industry. Upon successful completion of the program, the student will receive an Associate of Applied Science degree.

Semester I

WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting
WLDG 1313 Introduction to Blueprint Reading for Welders
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)
ENGL 1301 Composition I

Semester II

WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)
WLDG 1317 Introduction to Layout and Fabrication
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)
Select 1:
MATH 1314 College Algebra *OR*
MATH 1316 Plane Trigonometry *OR*
MATH 1324 Mathematics for Business & Social Sciences I *OR*
MATH 1332 Contemporary Mathematics I *OR*
MATH 1333 Contemporary Mathematics II

Summer

WLDG 1312 Introduction to Flux Cored Arc Welding (FCAW)

Semester III

WLDG 1435 Introduction to Pipe Welding
ITSC 1309 Integrated Software Applications I
WLDG 2453 Advanced Pipe Welding
SPCH 1321 Business & Professional Communication

Semester IV

WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW)
WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)
PHIL 2306 Introduction to Ethics
PSYC 2301 General Psychology *OR*
SOCI 1301 Introductory Sociology

Summer

WLDG 1327 Welding Codes and Standards

Total Semester Hours—60

Courses titled in **bold type** *represent general education requirements.*

NOTE: Applicants must meet the admission requirements for TJC, meet minimum standards on the TSI Assessments in reading, writing, and math, and achieve a minimum score on the Bennett Mechanical Comprehension Test.

NOTE: Department specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

Welding Technology
Entry Level Option

Certificate of Proficiency

Semester I

WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting
WLDG 1313 Introduction to Blueprint Reading for Welders
WLDG 1428 Introduction Shielded Metal Arc Welding (SMAW)

Semester II

WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)
WLDG 1317 Introduction to Layout and Fabrication
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)

Summer

WLDG 1312 Introduction to Flux Cored Arc Welding (FCAW)

Total Semester Hours—23

NOTE: Applicants must meet the admission requirements for TJC and achieve a minimum score on the Bennett Mechanical Comprehension Test.

NOTE: Department specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

Welding Technology
Advanced Level Option

Certificate of Proficiency

Semester I

WLDG 1435 Introduction to Pipe Welding
WLDG 2453 Advanced Pipe Welding

Semester II

WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW)
WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)

Summer

WLDG 1327 Welding Codes and Standards

Total Semester Hours—19

NOTE: Applicants must meet the admission requirements for TJC and achieve a minimum score on the Bennett Mechanical Comprehension Test.

NOTE: Department specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.

Wellness and Exercise Specialist

Associate of Applied Science Degree

Wellness and Exercise Specialist test, assess, lead, instruct, train and motivate individuals or groups in exercise activities including cardiovascular exercise, strength training, endurance training, sports performance and flexibility. Tyler Junior College graduates will be able to design an exercise program based on the needs, abilities, and available facilities for an individual client, specific groups of individuals, and/or special populations. Graduates will be able to pursue positions varying and ranging from a traditional personal trainer, group instructor, wellness/ health coach, fitness specialist in a medical setting, all the way to fitness center owner or manager.

This program is designed to prepare individuals with the ability to complete National Certifications within the Wellness and Fitness Industry. Advanced degrees can be obtained through BAAS offerings at University of Texas at Tyler, Texas A&M Commerce and Stephen F. Austin State University.

Communications

ENGL 1301 Composition I
SPCH 1315 Public Speaking *OR*
SPCH 1321 Business & Professional Communication

Mathematics

MATH 1324 Mathematics for Business & Social Sciences I *OR*
MATH 1342 Elementary Statistical Methods

Biology

BIOL 2401 Anatomy & Physiology I
BIOL 2402 Anatomy & Physiology II

Creative Arts

ARTS 1301 Art Appreciation *OR*
MUSI 1306 Music Appreciation

Social and Behavioral Sciences

PSYC 2314 Lifespan Growth & Development

Component Area Option Core

COSC 1301 Introduction to Computing

Major in Wellness and Exercise Specialist

FITT 2333 Fitness Industry Operations and Technology
KINE 2109 Weight Training I ***OR***
KINE 2131 Aerobic Dance II
FITT 1495 Special Topics in Kinesiology and Exercise Science
FITT 2313 Exercise Science
FITT 1401 Fitness and Exercise Testing
BIOL 1322 Nutrition and Diet Therapy I
FITT 2411 Prevention and Care of Exercise Injury
FITT 1343 Performance Enhancement for Athletics
FITT 2409 Theory of Exercise Program Design and Instruction
FITT 2301 Lifestyle Change for Wellness
FITT 2264 Practicum Health and Physical Education, General

Total Semester Hours—60

Courses titled in **bold type** *represent general education courses.*

Wellness and Exercise Specialist

Certificate of Proficiency

Biology

BIOL 2401 Anatomy & Physiology I
BIOL 2402 Anatomy & Physiology II

Certificate Classes

FITT 2333 Fitness Industry Operations and Technology
KINE 2109 Weight Training I ***OR***
KINE 2131 Aerobic Dance II
FITT 1495 Special Topics in Kinesiology and Exercise Science
FITT 2313 Exercise Science
FITT 1401 Fitness and Exercise Testing
BIOL 1322 Nutrition and Diet Therapy I
FITT 2411 Prevention and Care of Exercise Injury
FITT 1343 Performance Enhancement for Athletics
FITT 2409 Theory of Exercise Program Design and Instruction
FITT 2301 Lifestyle Change for Wellness

Total Semester Hours—40

Course Descriptions

Numbering of Courses

The four-letter prefix will be used to identify subject areas as follows:

1st digit: Identifies level
0—developmental,
1—freshman
2—sophomore

2nd digit: Identifies credit hour value

3rd digit: Establishes course sequence.

4th digit: Establishes course sequence.

(ACCT) Accounting

ACCT 2301 Principles of Financial Accounting
(2-4) (3 credits)
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).
Prerequisite: Must be TSI Math complete.

ACCT 2302 Principles of Managerial Accounting
(2-4) (3 credits)
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.
Prerequisite: ACCT2301 with a grade of "C" or better

(ACNT) Accounting Technician

ACNT 1303 Introduction to Accounting I
(3-0) (3 credits)
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

ACNT 1304 Introduction to Accounting II
(3-0) (3 credits)
A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. Prerequisite: ACNT1303 with a grade of "C" or better

ACNT 1311 Introduction to Computerized Accounting (2-2) (3 credits)
Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package
Prerequisite: ACNT1303 with a grade of "C" or better

ACNT 1329 Payroll and Business Tax Accounting
(2-2) (3 credits)
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. This course is offered in the Spring only.
Prerequisite: ACNT1303 with a grade of "C" or better

(ARCE) Architectural Design

ARCE 1452 Structural Drafting (3-3) (4 credits)
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.
Prerequisite: DFTG1409 or ENGR1304 with a grade of "C" or better

(ARTC) Graphic Design, Commercial Art and Illustration

ARTC 1302 Digital Imaging I (2-4) (3 credits)
Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

ARTC 1305 Basic Graphic Design (3-0) (3 credits)
Graphic design with emphasis on the visual communication process. Topics include basic terminology and graphic design principles.

ARTC 1313 Digital Publishing I (2-4) (3 credits)
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

ARTC 1321 Illustration Techniques I (2-4) (3 credits)
A study of illustration techniques in various media. Emphasis on creative interpretation and the discipline of draftsmanship for visual communication of ideas.

ARTC 2301 Illustration Techniques II (2-4) (3 credits)
Advanced study of illustration media and techniques using digital and/or traditional tools. Emphasis on conceptualization and composition.
Prerequisite: ARTC1321 with a grade of "C" or better

ARTC 2305 Digital Imaging II (2-4) (3 credits)
Principles of digital image processing and digital painting. Emphasis on raster-based imaging and the creative aspects of electronic illustration for commercial or fine art applications.
Prerequisite: ARTC1302 with a grade of "C" or better

ARTC 2348 Digital Publishing III (2-4) (3 credits)
A project-based page layout course from concept to completion addressing design problems, preflight of files, color separations, and trapping techniques. This course is offered in the Spring only.
Prerequisite: ARTC1313 with a grade of "C" or better

ARTC 2388 Internship-Commercial and Advertising Art (0-9) (3 credits)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

(ARTS) Art

ARTS 1301 Art Appreciation (3-0) (3 credits)
A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

ARTS 1303 Art History I (3-0) (3 credits)
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

ARTS 1304 Art History II (3-0) (3 credits)
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.

ARTS 1311 Design I (3-3) (3 credits)
An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

ARTS 1312 Design II (3-3) (3 credits)
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.

ARTS 1316 Drawing I (3-3) (3 credits)
A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

ARTS 1317 Drawing II (3-3) (3 credits)
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

ARTS 2316 Painting I (3-3) (3 credits)
Exploration of ideas using painting media and techniques.

ARTS 2317 Painting II (3-3) (3 credits)
Exploration of ideas using painting media and techniques.

ARTS 2323 Life Drawing I (3-3) (3 credits)
Basic study of the human form.

ARTS 2324 Life Drawing II (3-3) (3 credits)
Basic study of the human form.

ARTS 2326 Sculpture I (3-3) (3 credits)
Exploration of ideas using sculpture media and techniques.

ARTS 2327 Sculpture II (3-3) (3 credits)
Exploration of ideas using sculpture media and techniques.

ARTS 2333 Printmaking I (3-3) (3 credits)
Exploration of ideas using various printmaking processes.

ARTS 2334 Printmaking II (3-3) (3 credits)
Exploration of ideas using various printmaking processes.

ARTS 2336 Fiber Arts I (3-3) (3 credits)
Structure and design of woven and non-woven fiber forms.

ARTS 2346 Ceramics I (3-3) (3 credits)
Exploration of ideas using basic ceramic processes.

ARTS 2347 Ceramics II (3-3) (3 credits)
Exploration of ideas using basic ceramic processes.

ARTS 2348 Digital Art I (3-3) (3 credits)
Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

ARTS 2349 Digital Art II (3-3) (3 credits)
Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

(ARTV) Animation

ARTV 1341 3-D Animation I (2-4) (3 credits)
Intermediate level 3-D course introducing animation tools and techniques used to create movement. Emphasis on using the principles of animation.
Prerequisite: ARTV2345 with a grade of "C" or better

ARTV 1345 3-D Modeling and Rendering I (2-4) (3 credits)
Techniques of three-dimensional (3-D) modeling utilizing industry standard software. Includes the creation and modification of 3-D geometric shapes, use of a variety of rendering techniques, camera light sources, texture, and surface mapping.

ARTV 2345 3-D Modeling and Rendering II (2-4) (3 credits)
A studio course focused on advanced 3-D modeling and rendering techniques using industry standard software, modeling techniques, camera settings, lighting, and surfacing to develop detailed environments.
Prerequisite: ARTV1345 with a grade of "C" or better

ARTV 2351 3-D Animation II (2-4) (3 credits)
Advanced level 3-D course utilizing animation tools and techniques used to develop movement. Emphasis on advanced animation techniques.
Prerequisite: ARTV1341 with a grade of "C" or better

(AUMT) Automotive Mechanic/ Technician

AUMT 1305 Introduction to Automotive Technology (2-2) (3 credits)
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance. May be taught manufacturer specific.

AUMT 1407 Automotive Electrical Systems (3-2) (4 credits)
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical principles schematic diagrams, and service manuals. May be taught manufacturer specific
Co-requisite: AUMT1305

AUMT 1410 Automotive Brake Systems (3-4) (4 credits)
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer specific instructions.
Prerequisites: AUMT1305 and AUMT1407 with a grade of "C" or better

AUMT 1416 Automotive Suspension and Steering Systems (3-4) (4 credits)
Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific.
Prerequisites: AUMT1305 and AUMT1407 with a grade of "C" or better

AUMT 1419 Automotive Engine Repair (3-4) (4 credits)
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly

of the engine. May be taught manufacturer specific.
Prerequisites: AUMT1305 and AUMT1407 with a grade of "C" or better

AUMT 1445 Automotive Climate Control Systems (2-4) (4 credits)
Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific.
Prerequisites: AUMT2434 with a grade of "C" or better

AUMT 2357 Automotive Alternative Fuels (2-3) (3 credits)
A study of the composition and use of various alternative automobile fuels including retrofit procedures and applications, emission standards, availability, and cost effectiveness. Overview of federal and state regulations concerning fuels.
Prerequisites: AUMT2434 with a grade of "C" or better

AUMT 2380 Cooperative Education-Automobile/ Automotive Mechanics Technology/ Technician (1-15) (3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
Prerequisites: AUMT1305, AUMT1407, AUMT1419, AUMT2417, AUMT2434, AUMT1445, AUMT2357, AUMT1410 and AUMT1416 with a grade of "C" or better and all core classes
Co-requisites: AUMT2413 and AUMT2425

AUMT 2413 Automotive Drive Train and Axles (3-4) (4 credits)
A study of automotive clutches, clutch operation devices, manual transmissions/ transaxles, and differentials with emphasis on diagnosis and repair. May be taught with manufacturer specific instructions.
Pre-requisites: AUMT1416 with a grade of "C" or better

AUMT 2417 Automotive Engine Performance Analysis I (3-4) (4 credits)
Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions.
Prerequisites: AUMT1419 with a grade of "C" or better

AUMT 2425 Automotive Automatic Transmission and Transaxle (3-4) (4 credits)
A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions/transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific.
Pre-requisites: AUMT2413 with a grade of "C" or better

AUMT 2434 Automotive Engine Performance Analysis II (3-4) (4 credits)
Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.
Prerequisites: AUMT2417 with a grade of "C" or better

(BCIS) Business Computer Information Systems

BCIS 1405 Business Computer Applications (3-3) (4 credits)
Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

(BIOL) Biology

BIOL 1322 Nutrition & Diet Therapy I (3-0) (3 credits)
Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. (Cross-listed as HECO 1322)

BIOL 1406 Biology for Science Majors I (3-3) (4 credits)
Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

BIOL 1407 Biology for Science Majors II (3-3) (4 credits)
The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given

to anatomy, physiology, ecology, and evolution of plants and animals.

BIOL 1408 Biology for Non Science Majors I (3-3) (4 credits)
Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

BIOL 1409 Biology For Non Science Majors II (3-3) (4 credits)
This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology.

BIOL 1411 General Botany (3-3) (4 credits)
Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. (This course is intended for science majors.)

BIOL 1413 General Zoology (3-3) (4 credits)
Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. (This course is intended for science majors.)

BIOL 1424 Systematic Botany (3-3) (4 credits)
Introduction to the identification, classification, and evolutionary relationships of vascular plants with emphasis on flowering plants. Includes the importance of herbaria, collection techniques, and the construction and use of taxonomic keys.

BIOL 2401 Anatomy & Physiology I (3-4) (4 credits)
Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.
Prerequisite: Must be TSI passed/exempt in Reading and Writing.

BIOL 2402 Anatomy & Physiology II (3-4) (4 credits)
Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.
Prerequisite: BIOL 2401 with a grade of "C" or better

BIOL 2404 Anatomy & Physiology (3-4) (4 credits)
Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.

BIOL 2406 Environmental Biology (3-3) (4 credits)
Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research.

BIOL 2416 Genetics (3-3) (4 credits)
Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering.
Prerequisite: BIOL 1406, BIOL 1407 and CHEM 1411 with a grade of "C" or better or department chair approval

BIOL 2420 Microbiology for Non-Science Majors (3-3) (4 credits)
Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology.
Prerequisite: BIOL 2404 or equivalent with a grade of "C" or better

(BMGT) Business Administration and Management, General

BMGT 1301 Supervision (3-0) (3 credits)
The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.

BMGT 1327 Principles of Management (3-0) (3 credits)
Concepts, terminology, principles, theories, and issues in the field of management.

BMGT 1341 Business Ethics (3-0) (3 credits)
Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

BMGT 1344 Negotiations and Conflict Management (3-0) (3 credits)
Theories which aid in the diagnosis of interpersonal and intergroup conflict. The role of manager as negotiator, intermediary, and problem-solver.

BMGT 2309 Leadership (3-0) (3 credits)
Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

BMGT 2310 Financial Management (3-0) (3 credits)
Examination of accounting information to support managerial decision-making processes. Topics include managerial concepts and systems, various analyses for decision making, and planning and control.
Prerequisite: ACNT 1303 with a grade of "C" or better

BMGT 2311 Change Management (3-0) (3 credits)
Knowledge, skills, and tools that enable a leader/organization to facilitate change in a participative style.
Prerequisite: HITT2471

BMGT 2312 Quantitative Analysis for Organizations (3-0) (3 credits)
Decision-making processes in organizations using current quantitative decision-making models. Quantitative procedures for evaluating decision-making alternatives are surveyed and discussed.

BMGT 2341 Strategic Management (3-0) (3 credits)
Strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.
Prerequisite: BMGT 2310 and BUSG 2309 with a grade of "C" or better

(BUSG) Business, General

BUSG 1304 Introduction to Financial Advising (3-0) (3 credits)
A study of the financial problems encountered by financial advisors when managing family financial affairs. Includes methods to advise clients on topics such as estate planning, retirement, home ownership, savings, and investment planning.

BUSG 2309 Small Business Management/ Entrepreneurship (3-0) (3 credits)
Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

(BUSI) Business

BUSI 1301 Business Principles (3-0) (3 credits)
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

(CBFM) Building/Property Maintenance Manager

CBFM 1407 Boiler Operation (3-2) (4 credits)
Basic boiler operation with emphasis on high pressure and low pressure systems.
Prerequisite: OSHT 1320 with a grade of "C" or better

(CDEC) Child Development

CDEC 1303 Families, School & Community (3-1) (3 credits)
Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. The student is responsible for transportation to an off-campus site.

CDEC 1311 Educating Young Children (3-1) (3 credits)
An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. The student is responsible for transportation to an off-campus site.

CDEC 1313 Curriculum Resources for Early Childhood Programs (2-4) (3 credits)
A study of the fundamentals developmentally appropriate curriculum design and implementation

in early care and education programs for children birth through age eight. The student is responsible for transportation to an off-campus site.

CDEC 1318 Wellness of the Young Child (3-2) (3 credits)
Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. The student is responsible for transportation to an off-campus site.

CDEC 1319 Child Guidance (3-1) (3 credits)
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. The student is responsible for transportation to an off-campus site.

CDEC 1321 The Infant and Toddler (3-1) (3 credits)
A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques. The student is responsible for transportation to an off-campus site.

CDEC 1354 Child Growth and Development (3-1) (3 credits)
Physical, emotional, social and cognitive factors impacting growth and development of children through adolescence. Participation in an early childhood setting is required for this course. The student is responsible for transportation to an off campus site.

CDEC 1356 Emergent Literacy for Early Childhood (3-1) (3 credits)
An exploration of principles, methods, and materials for teaching language and literacy through a play based integrated curriculum to children from birth through age eight. The student is responsible for transportation to an off-campus site.

CDEC 1359 Children with Special Needs (3-1) (3 credits)
A survey of information regarding children with special needs, including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role and legislative issues. Participation in an early childhood setting is required for this course. The student is responsible for transportation to an off-campus site.

CDEC 2326 Administration of Programs for Children I (3-1) (3 credits)
Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Participation in an early childhood setting is required for this course. The student is responsible for transportation to an off-campus site.

CDEC 2328 Administration of Programs for Children II (3-1) (3 credits)
An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, technical applications in programs and planning parent education/partnerships.
Prerequisite: CDEC 2326 with a grade of "C" or better or department chair approval.

CDEC 2374 Preschool Children: Learning Environments, Activities and Materials (2-4) (3 credits)
A course focusing on developmentally appropriate practices during the preschool years. This course includes developing and designing interest areas, and environments for discovery learning. Also includes scheduling and planning age appropriate activities as well as writing daily and weekly activities and objectives. Participation in an early childhood setting is required for this course. The student is responsible for transportation to an off campus site.

CDEC 2384 Cooperative Education-Child Development (1-20) (3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student is responsible for transportation to an off-campus site.
Prerequisites: CDEC1311, CDEC1313, CDEC1319 and CDEC2326 with a grade of "C" or better

(CETT) Electronics Technology/ Technician

CETT 1321 Electronic Fabrication (2-2) (3 credits)
A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.
Co-requisites: TECM1303 and IEIR1302

CETT 1325 Digital Fundamentals (2-3) (3 credits)
An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.

CETT 1402 Electricity Principles (3-4) (4 credits)
Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operations.
Prerequisite: OSHT 1320 and TECM 1303 with a grade of "C" or better

(CHEM) Chemistry

CHEM 1405 Introductory Chemistry I
(3-3) (4 credits)
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/ physiological chemistry, and environmental/ consumer chemistry. Designed for allied health students and for students who are not science majors.

CHEM 1406 Introductory Chemistry I-Allied Health Emphasis (3-3) (4 credits)
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/ physiological chemistry, and environmental/ consumer chemistry. Designed for allied health students and for students who are not science majors.

CHEM 1411 General Chemistry I
(3-3) (4 credits)
Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiements supporting theoretical prinicples presented in lecture; introduction of the scientific method, experimental design, data collection and analysis and, preparation of laboratory reports.
Prerequisite: MATH1314 with a grade of "C" or better or concurrent enrollment

CHEM 1412 General Chemistry II (3-3) (4 credits)
Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiements supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.
Prerequisite: CHEM1411 with a grade of "C" or better

CHEM 2423 Organic Chemistry I (3-4) (4 credits)
Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PREPROFESSIONAL PROGRAMS.
Prerequisite: CHEM 1412 with a grade of "C" or better

CHEM 2425 Organic Chemistry II (3-4) (4 credits)
Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.
Prerequisite: CHEM 2423 with a grade of "C" or better

(CHLT) Community Health Worker

CHLT 1301 Introduction to Community Health
(2-4) (3 credits)
Designed to provide a basic understanding of variables that affect health sectors in the community.

CHLT 1302 Wellness and Health Promotion
(2-3) (3 credits)
Overview of wellness theory and its application

throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication of wellness. Includes health behavior theories and approaches to behavior modification.

CHLT 1340 Community Health Advocacy (2-3) (3 credits)
Study of local, regional, and national health care resources. Identification of health organizations, support groups, and health care delivery systems to be used for client referral. Activities include visits to various local agencies and attendance/participation in related activities.

CHLT 1342 Community Health Field Methods (3-0) (3 credits)
Preparation for field work with individuals, families, and groups emphasizing teaching and capacity building skills. Topics include outreach methods, area canvassing, home visiting, group work, community events, and community organizing.

CHLT 1391 Special Topics in Community Health Liaison (3-0) (3 credits)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

CHLT 2367 Practicum-Community Health Services/ Liaison/Counseling (0-21) (3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: CHLT1301, CHLT1302 and CHLT1340 with a grade of "C" or better
Co-requisite: CHLT1391

(CJLE) Criminal Justice and Law Enforcement Administration

CJLE 1249 Intermediate Arrest, Search, and Seizure (2-1) (2 credits)
Probable cause; detention and arrest; exceptions to search warrant requirements; principles of preparing valid search warrants; pretrial suppression hearings; and civil liability for improper arrests, searches, and seizures.
Prerequisite: CRIJ2323 with a grade of "C" or better

(CJSA) Criminal Justice and Law Enforcement Administration

CJSA 1308 Criminalistics I (3-0) (3 credits)
Introduction to the field of criminalistics. Topics include the application of the scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.

CJSA 1393 Special Topics in Criminal Justice Studies-Violent Crime Investigations (3-0) (3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
Prerequisites: CJSA1308, CRIJ2314 and CJSA2323 with a grade of "C" or better
Co-requisite: CJSA2332

CJSA 2323 Criminalistics II (3-3) (3 credits)
Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification.
Prerequisite(s): CJSA1308 and CRIJ2314 with a grade of "C" or better

CJSA 2332 Criminalistics III (3-3) (3 credits)
A study of the practical aspects of criminalistics procedures. Topics include crime scene investigation, collecting and preserving evidence, and testifying in court.
Prerequisite(s): CJSA1308, CRIJ2314 and CJSA2323 with a grade of "C" or better
Co-requisites: CJSA1393

(CMSW) Clinical/Medical Social Work

CMSW 1341 Behavior Modification and Cognitive Disorder (3-0) (3 credits)
In-depth study of the theories and principles of behavioral science and the methods of modifying and controlling behavior in clients with cognitive disorders.

(COMM) Communication

COMM 1129 News Publications I (0-3) (1 credit)
Students are required to work on the staff of at least one of the official college publications for

prescribed periods under faculty supervision.
Co-requisite: COMM2311

COMM 1307 Introduction to Mass Communication (3-0) (3 credits)
Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

COMM 1316 News Photography I (2-4) (3 credits)
Problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing, and printing media.

COMM 1335 Introduction to Electronic Media (3-0) (3 credits)
An overview of the development, regulation, economics, social impact, and industry practices in electronic media.

COMM 2129 News Publications III (0-5) (1 credit)
Students are required to work on the staff of at least one of the official college publications for prescribed periods under faculty supervision.

COMM 2130 News Publications IV (0-3) (1 credit)
Students are required to work on the staff of at least one of the official college publications for prescribed periods under faculty supervision.

COMM 2303 Audio Production (3-0) (3 credits)
Practical experience in the operation of audio equipment, including both pre- and post-production needs.

COMM 2305 Editing & Layout (3-0) (3 credits)
Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

COMM 2309 News Editing & Copy Reading I (3-0) (3 credits)
Copy editing for errors of fact and interpretation of English. Includes newspaper style, headline writing, proofreading, and page makeup.
Co-requisite: COMM2305

COMM 2311 Media Writing (3-0) (3 credits)
Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content.
Co-requisite: COMM1129

COMM 2315 News Reporting (3-0) (3 credits)
This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats.
Prerequisite: COMM2311 with a grade of "C" or better

COMM 2327 Introduction to Advertising (3-0) (3 credits)
Fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media.
Prerequisite: ENGL 1301 with a grade of "C" or better

COMM 2330 Introduction to Public Relations (3-0) (3 credits)
Exploration of the history and development of public relations. Presentation of the theory behind and the process of public relations, including the planning, implementation, and evaluation of PR campaigns.
Prerequisite: ENGL1301 with a grade of "C" or better

COMM 2332 Radio/Television News (3-0) (3 credits)
Preparation and analysis of news styles for the electronic media.
Prerequisite(s): COMM1307 with a grade of "C" or better

COMM 2366 Introduction to Cinema (3-0) (3 credits)
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. (Cross-listed as DRAM 2366)

COMM 2389 Academic Cooperative (0-9) (3 credits)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.
Prerequisite(s): Last semester of student in Media Sales or Media Technology certificate program OR consent of advisor

(COSC) Computer Science

COSC 1301 Introduction to Computing (2-4) (3 credits)
Overview of computer systems,,hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

COSC 1330 Computer Programming
(2-4) (3 credits)
Introduction to computer programming in various programming languages. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

COSC 1336 Programming Fundamentals I
(2-4) (3 credits)
This course introduces the fundamental concepts of structured programming, and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.)
Prerequisite: COSC1330 or COSC1430 with a grade of "C" or better or prior programming experience

COSC 1337 Programming Fundamentals II
(2-4) (3 credits)
This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.)
Prerequisite: COSC1336 or COSC1436 with a grade of "C" or better

COSC 1420 C Programming I (3-3) (4 credits)
Introduces the fundamental concepts of structured programming in the C language. Topics include data types; control structures; functions, structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming; and introduction to the historical and social context of computing. (Cross listed as BCIS 1320 and BCIS1420)

COSC 2325 Computer Organization and Machine Language (2-4) (3 credits)
The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced.
Prerequisite: COSC 1336 or COSC1436 with a grade of "C" or better

COSC 2336 Programming Fundamentals III
(2-4) (3 credits)
Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.
Prerequisite: COSC 1337 or COSC1437 with a grade of "C" or better

(CPMT) Computer Installation and Repair Technology/Technician

CPMT 1347 Computer Systems Peripherals
(2-4) (3 credits)
Theory and practices involved in computer peripherals, operation and maintenance techniques, and the use of specialized test equipment.
Prerequisite: CPMT 1411 with a grade of "C" or better

CPMT 1311 Introduction to Computer Maintenance
(2-4) (3 credits)
Introduction to the installation, configuration, and maintenance of a microcomputer system.
Prerequisite: ITSC1305 with a grade of "C" or better

(CRIJ) Criminal Justice

CRIJ 1301 Introduction to Criminal Justice
(3-0) (3 credits)
This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

CRIJ 1306 Courts Systems and Practices
(3-0) (3 credits)
This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

CRIJ 1307 Crime in America (3-0) (3 credits)
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crime.

CRIJ 1310 Fundamentals of Criminal Law
(3-0) (3 credits)
This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

CRIJ 1313 Juvenile Justice System (3-0) (3 credits)
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CRIJ 2301 Community Resources in Corrections
(3-0) (3 credits)
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

CRIJ 2313 Correctional Systems and Practices
(3-0) (3 credits)
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

CRIJ 2314 Criminal Investigations (3-0) (3 credits)
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CRIJ 2323 Legal Aspects of Law Enforcement
(3-0) (3 credits)
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

CRIJ 2328 Police System and Practices
(3-0) (3 credits)
This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

(DAAC) Substance Abuse and Addiction Counseling

DAAC 1304 Pharmacology of Addiction
(3-0) (3 credits)
Emphasizes pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substance use and behaviors.

DAAC 1305 Co-Occurring Disorders
(3-0) (3 credits)
Provides students with an understanding of co-occurring psychiatric and substance abuse disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying the illness.

DAAC 1309 Assessment Skills of Alcohol and Other Drug Addictions (3-0) (3 credits)
Examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan.

DAAC 1311 Counseling Theories (3-0) (3 credits)
An introduction to the theoretical base of major treatment modalities including Reality therapy, psycho-dynamic therapy, client-centered therapy, Rational-Emotive Therapy, cognitive-behavioral approaches (life skills training, behavior modification), and experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment settings.

DAAC 1317 Basic Counseling Skills (3-0) (3 credits)
Facilitates development of basic counseling skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; consideration of alternative solutions; and decision making. Basic human defense mechanisms are presented, and appropriate applications of selected counseling approaches are emphasized.
Prerequisite: DAAC 1311 with a grade of "C" or better

DAAC 1319 Introduction to Alcohol and Other Drug Addiction (3-0) (3 credits)
An overview of causes and consequences of addiction, the major drug classifications, and the counselor's code of ethics.

DAAC 1391 Special Topics in Alcohol/Drug Abuse Counseling (3-0) (3 credits)
Topics address recently identified current events, skills, knowledge, and /or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

DAAC 2307 Addicted Family Intervention
(3-0) (3 credits)
Examination of family systems focusing on the

effects of addiction and recovery.

DAAC 2330 Multicultural Counseling (3-0) (3 credits)
An extensive look at minority and diverse populations within the United States. Course explores various communication barriers frequently encountered between the counselor and the client. Students also explore and evaluate personal values, biases, and prejudices.

DAAC 2341 Counseling Alcohol and Other Drug Addictions (3-0) (3 credits)
Focus is on the application of counseling skills for the Alcohol and Other Drug (AOD) client. Design and utilization of treatment planning using a treatment team approach will be included. Confidentiality and ethical issues will be reviewed and practiced. Discussion of topics related to recovery from addiction, including concepts of addiction, relapse, relapse prevention, support group programs, aftercare methods, and prevention theories are presented. Aspects of counselor self-care will also be studied.
Prerequisites: DAAC1311, DAAC2354 and DAAC317 with a grade of "C" or better

DAAC 2343 Current Issues (3-0) (3 credits)
A study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated.
Prerequisites: Students must have completed all program-required classes through the third semester with a grade of "C" or better
Co-requisite: DAAC 2367

DAAC 2354 Dynamics of Group Counseling (3-0) (3 credits)
An introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed.
Prerequisite: DAAC1311 with a grade of "C" or better

DAAC 2367 Practicum-Alcohol/Drug Abuse Counseling (0-21) (3 credits)
Practical training in the workplace. Workplace training will be supported by an individualized learning plan developed by the employer, College, and student. The plan will focus on the 8-dimensions of the KSA's of addiction counseling.
Prerequisites: Completion of all program-required coursework through the third semester of classes with a grade of "C" or better and approval by the department chair after evaluation of student's degree audit
Co-requisite: DAAC2343

(DANC) Dance

DANC 1141 Ballet I (0-6) (1 credit)
Instruction and participation in ballet technique.

DANC 1142 Ballet II (0-6) (1 credit)
Instruction and participation in ballet technique.
Prerequisite: DANC1141 with a grade of "C" or better

DANC 1145 Modern Dance I (1-2) (1 credit)
Instruction and participation in modern dance technique.

DANC 1146 Modern Dance II (1-2) (1 credit)
Instruction and participation in modern dance technique.
Prerequisite: DANC1145 with a grade of "C" or better

DANC 1147 Jazz Dance I (1-2) (1 credit)
Instruction and participation in jazz dance technique.

DANC 1148 Jazz Dance II (1-2) (1 credit)
Instruction and participation in jazz dance technique.
Prerequisite: DANC 1147 with a grade of "C" or better

DANC 1151 Dance Performance I (1-2) (1 credit)
Instruction and participation in dance performance.
Prerequisite: Audition with professor
Co-requisite: Dance technique class

DANC 1152 Dance Performance II (1-2) (1 credit)
Instruction and participation in dance performance.
Prerequisite: Audition with professor
Co-requisite: Dance technique class

DANC 1210 Tap I (2-1) (2 credits)
Instruction and participation in Tap dance technique.

DANC 1251 Performance I (2-2) (2 credits)
Instruction and participation in dance performance.
Prerequisite: Audition with professor
Co-requisite: Dance technique class

DANC 1252 Performance II (2-2) (2 credits)
Instruction and participation in dance performance.
Prerequisite: Audition with professor
Co-requisite: Dance technique class

DANC 2151 Dance Performance III (1-2) (1 credit)
Instruction and participation in dance performance.
Prerequisite: Audition with professor
Co-requisite: Dance technique class

DANC 2152 Dance Performance IV (1-2) (1 credit)
Instruction and participation in dance performance.
Prerequisite: Audition with professor
Co-requisite: Dance technique class

DANC 2251 Performance III (2-2) (2 credits)
Instruction and participation in dance performance.
Prerequisite: Audition with professor
Co-requisite: Dance technique class

DANC 2252 Performance IV (2-2) (2 credits)
Instruction and participation in dance performance.
Prerequisite: Audition with professor
Co-requisite: Dance technique class

DANC 2303 Dance Appreciation I (3-0) (3 credits)
Survey of primitive, classical, and contemporary dance and its interrelationship with cultural developments and other art forms.

(DFTG) Drafting and Design Technology/Technician

DFTG 1313 Drafting for Specific Occupations (2-3) (3 credits)
Discussion of theory and practice with drafting methods and the terminology required to prepare working drawings in specific or various occupational fields.
Co-requisites: EPLT1325, IEIR1304 and INTC1341

DFTG 1358 Electrical/Electronics Drafting (2-4) (3 credits)
Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams.
Prerequisite: DFTG1409 or ENGR1304 with a grade of "C" or better

DFTG 1405 Technical Drafting (3-3) (4 credits)
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views.
Prerequisite: DFTG 1409 with a grade of "C" or better or concurrent enrollment

DFTG 1409 Basic Computer-Aided Drafting (3-3) (4 credits)
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

DFTG 1417 Architectural Drafting-Residential (3-3) (4 credits)
Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods.
Prerequisite: DFTG 1409 with a grade of "C" or better

DFTG 1471 Process Piping Design I (3-3) (4 credits)
An introductory course in process piping design. Topics include piping terminology, functions of different piping equipment, using approved piping symbols, using piping specifications, different types of valves and pipe fittings, computing pipe dimensions using various pipe fittings and creating blocks for piping symbols for CAD.
Prerequisite: DFTG 1409 or concurrent enrollment or ENGR 1304 with a grade of "C" or better

DFTG 1472 Process Piping Design II (3-3) (4 credits)
An intermediate course in process piping design. Topics include reading flow diagrams, identifying instrumentation and flow diagram symbols, the logical order of flow diagrams, developing block symbols for flow diagrams, drawing sample flow diagrams with CAD and applying ANSI, OSHA, and EPA codes that govern piping.
Prerequisite: DFTG 1471 with a grade of "C" or better

DFTG 1473 Process Pipe Design III (3-3) (4 credits)
An advanced course in process piping design. Topics include developing process and instrumentation diagrams (P&IDs) process flow diagrams, mechanical flow diagrams, and utility flow diagrams.
Prerequisite: DFTG1472 with a grade of "C" or better

DFTG 2300 Intermediate Architectural Drafting-Residential (2-4) (3 credits)
Continued application of principles and practices used in residential construction. Skills include identifying advanced architectural terminology and related disciplines; defining the principles of design and implementation of advanced residential construction; describing site and environmental considerations in planning a residential development; explaining material usage; applying codes and standards in the creation of construction drawings; and writing specifications.
Prerequisite: DFTG 1417 with a grade of "C" or better

DFTG 2302 Machine Drafting (2-4) (3 credits)
Production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit

dimensioning, and surface finishes.
Prerequisite: DFTG1405 with a grade of "C" or better

DFTG 2306 Machine Design (2-4) (3 credits)
Theory and practice of design. Projects in problem solving, including: press fit, bolted and welded joints, and transmission components.
Prerequisite: DFTG 2402 with a grade of "C" or better

DFTG 2321 Topographical Drafting (2-4) (3 credits)
Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, laying out traverses. Prerequisite: DFTG 1409 or ENGR1304 with a grade of "C" or better

DFTG 2330 Civil Drafting (2-4) (3 credits)
An in-depth study of drafting methods and principles used in civil engineering.
Prerequisite: DFTG2321 with a grade of "C" or better

DFTG 2386 Internship-Drafting and Design Technology/Technician, General
(0-10) (3 credits)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite: 30 semester credit hours in DFTG courses with a grade of "C" or better or consent of the professor

DFTG 2423 Pipe Drafting (3-3) (4 credits)
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans elevations, and isometrics.

DFTG 2440 Solid Modeling/Design
(3-3) (4 credits)
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work.

DFTG 2450 Geometric Dimensioning and Tolerancing (3-3) (4 credits)
Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings.
Prerequisites: ENGR 1304 or DFTG1409 and DFTG2440 with a grade of "C" or better

(DHYG) Dental Hygiene/Hygienist

DHYG 1103 Preventive Dental Hygiene I
(1-1) (1 credit)
The role of the dental hygienist as a therapeutic oral health care provider with emphasis on concepts of disease management, health promotion, communication, and behavior modification.
Prerequisite: DHYG1201 with a grade of "C" or better
Co-requisites: DHYG1304 and DHYG1331

DHYG 1201 Orofacial Anatomy, Histology & Embryology (0-5) (2 credits)
The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.
Prerequisite: Acceptance in Dental Hygiene program

DHYG 1211 Periodontology (2-0) (2 credits)
Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics.
Prerequisite: DHYG2233 with a grade of "C" or better
Co-requisites: DHYG1235, DHYG2231 and DHYG2360

DHYG 1215 Community Dentistry (1-4) (2 credits)
The principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation, and evaluation including methods and materials used in teaching dental health education in various community setting.
Prerequisite(s): Successful completion of Semester I of Dental Hygiene program
Co-requisites: DHYG2201, DHYG1260, and DHYG2233

DHYG 1219 Dental Materials (1-3) (2 credits)
Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.

DHYG 1235 Pharmacology for the Dental Hygienist
(2-0) (2 credits)
Classification of drugs and their uses, actions, interactions, side effects, contraindications, with emphasis on dental applications.

DHYG 1260 Clinical Dental Hygienist
(0-12) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DHYG 1304 Dental Radiology (2-4) (3 credits)
Fundamentals of oral radiography, including techniques, interpretation, quality assurance, and ethics.

DHYG 1331 Preclinical Dental Hygiene (1-7) (3 credits)
Foundational knowledge for performing clinical skills on patients with emphasis on procedures and rationale for performing dental hygiene care. Introduction to ethical principles as they apply to dental hygiene care.
Prerequisites: DHYG1201 with a grade of "C" or better, and acceptance in Dental Hygiene program
Co-requisites: DHYG1304 and DHYG1103

DHYG 1339 General and Oral Pathology (3-0) (3 credits)
Disturbances in human body development, diseases of the body, and disease prevention measures with emphasis on the oral cavity and associated structures.

DHYG 2133 Preventive Dental Hygiene II (1-1) (1 credit)
Continuation of DHYG 1103/1203: Preventive Dental Hygiene I.
Prerequisites: DHYG1103, DHYG1304 and DHYG1331 with a grade of "C" or better
Co-requisites: DHYG1216, DHYG1260 and DHYG2201

DHYG 2133 Preventative Dental Hygiene II (1-1) (1 credit)
Continuation of DHYG 1103: Preventative Dental Hygiene I.
Prerequisites: DHYG1331, DHYG1304, DHYG1103
Co-requisites: DHYG1215, DHYG2201, DHYG1260

DHYG 2153 Dental Hygiene Practice (0-2) (1 credit)
Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. Practice settings for the dental hygienist, office operations, and preparation for employment.

DHYG 2201 Dental Hygiene Care I (2-0) (2 credits)
Dental hygiene care for the medically or dentally compromised patient including supplemental instrumentation techniques.
Prerequisites: DHYG1103 with a grade of "C" or better
Co-requisites: DHYG1211, DHYG1260 and DHYG2133

DHYG 2231 Dental Hygiene Care II (2-1) (2 credits)
A continuation of Contemporary Dental Hygiene Care I. Dental hygiene care for the medically or dentally compromised patient including advanced instrumentation techniques.
Prerequisites: DHYG1215, DHYG1260, DHYG2133 and DHYG2201 with a grade of "C" or better
Co-requisites: DHYG1211, DHYG1236 and DHYG2360

DHYG 2360 Clinical Dental Hygienist (0-16) (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DHYG 2362 Clinical Dental Hygienist (0-18) (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

(DMSO) Diagnostic Medical Sonography/Sonographer and Ultrasound Technician

DMSO 1210 Introduction to Sonography (2-0) (2 credits)
Introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession.

DMSO 1266 Practicum I-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 1267 Practicum II-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 1302 Basic Ultrasound Physics (3-0) (3 credits)
Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

DMSO 1342 Intermediate Ultrasound Physics (3-0) (3 credits)
Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display. Various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis.

DMSO 1441 Abdominopelvic Sonography (3-4) (4 credits)
Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols.

DMSO 2230 Advanced Ultrasound and Review (2-0) (2 credits)
Knowledge, skills, and professional values within a legal and ethical framework addressing emerging technologies and professional development.
Prerequisite: Acceptance to the DMS program

DMSO 2266 Practicum III-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 2342 Sonography of High Risk Obstetrics (3-0) (3 credits)
Maternal disease and fetal abnormalities. Includes scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.
Prerequisite: Acceptance to the DMS program

DMSO 2343 Advanced Ultrasound Physics (3-0) (3 credits)
Theory and application of ultrasound principles. Includes advances in ultrasound technology

DMSO 2345 Advanced Sonography Practices (3-0) (3 credits)
Exploration of advanced sonographic procedures and emerging ultrasound applications.

DMSO 2353 Sonography of Superficial Structures (2-2) (3 credits)
Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DMSO 2367 Practicum IV-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician (0-24) (3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 2405 Sonography of Obstetrics/Gynecology (3-4) (4 credits)
Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.
Prerequisite: Acceptance to the DMS program

DMSO 2441 Sonography of Abdominopelvic Pathology (3-4) (4 credits)
Pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Emphasizes endocavitary sonographic anatomy and procedures including pregnancy.

(DMTH) Developmental Mathematics

DMTH 0301 Developmental Mathematics I (3-1) (3 credits)
This course encompasses arithmetic operations on integers, decimals, and fractions; algebraic expressions and linear equations; exponents; ratio and proportion; coordinate geometry; and basic geometric formulas.
Prerequisite: Appropriate Placements Scores

DMTH 0302 Developmental Mathematics II (3-1) (3 credits)
This course encompasses a study of linear equations and inequalities including their graphs and applications, exponents and polynomials, systems of equations, relations and functions.
Prerequisite: Appropriate Placements Scores

DMTH 0303 Intermediate Algebra (3-1) (3 credits)
This course encompasses a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.
Prerequisite: Appropriate Placements Scores

DMTH 0311 Developmental Mathematics I MODULAR (3-1) (3 credits)
This course encompasses arithmetic operations on integers, decimals, and fractions; algebraic expressions and linear equations; exponents; ratio and proportion; coordinate geometry; and basic geometric formulas, just as in DMTH0301, but individualized, self-paced instructions using instructor-facilitated computer modules is provided.
Prerequisite: Appropriate Placements Scores

DMTH 0312 Developmental Mathematics II MODULAR (3-1) (3 credits)
This course encompasses a study of linear equations and inequalities including their graphs and applications, exponents and polynomials, systems of equations, relations and functions, just as in DMTH 0302, but individualized, self-paced instruction using instructor-facilitated computer modules is provided.
Prerequisite: Appropriate Placements Scores

DMTH 0313 Intermediate Algebra MODULAR (3-1) (3 credits)
This course encompasses a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.
Prerequisite: Appropriate Placements Scores

(DNTA) Dental Assisting/Assistant

DNTA 1113 Emergency Management (0-3) (1 credit)
Management of dental and medical emergencies. Maintenance of medical emergency kit, and recording of vital signs.
Prerequisite: Acceptance in Dental Assisting Program

DNTA 1245 Preventive Dentistry (1-2) (2 credits)
The study of nutrition and preventable dental disease and community dental health.
Prerequisite: DNTA1311, DNTA1301, DNTA1315. DNTA1113, DNTA1353 and DNTA1305

DNTA 1266 Practicum Dental Assistant (0-14) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisites: DNTA1311, DNTA1301, DNTA1315, DNTA1113, DNTA1353 and DNTA1305 with a grade of "C" or better

DNTA 1251 Dental Office Management (1-2) (2 credits)
Use computers/and or manual systems to process dental information and interpret and practice learned dental office management skills.
Prerequisites: DNTA1349, DNTA1245, DNTA2250, DNTA1341 DNTA1266 and DNTA1347 with a grade of "C" or better

DNTA 1301 Dental Materials (2-4) (3 credits)
Composition, properties, procedures and safety standards related to dental materials.
Prerequisite: Acceptance in Dental Assisting Program

DNTA 1305 Dental Radiology (2-4) (3 credits)
Introduction to radiation physics, radiation protection, and the operation of radiographic equipment. Instruction in exposure, processing and mounting of dental radiographs, and study of federal and state safety and standard practices.
Prerequisites: Acceptance in Dental Assisting Program

DNTA 1311 Dental Science (2-4) (3 credits)
A fundamental study of anatomical systems with emphasis placed on head and neck anatomy. Topics include embryology of the teeth along with basic dental terminology.
Prerequisites: Acceptance in Dental Assisting Program

DNTA 1315 Chairside Assisting (2-4) (3 credits)
A study of pre-clinical chairside assisting procedures, instrumentation, OSHA and other regulatory agencies' standards.
Prerequisites: Acceptance in Dental Assisting Program

DNTA 1341 Dental Laboratory Procedures (2-4) (3 credits)
Perform various dental laboratory procedures such as producing final study casts and fabricating provisional restorations.
Prerequisites: DNTA1311, DNTA1301, DNTA1315, DNTA1113, DNTA1353 and DNTA1305 with a grade of "C" or better.

DNTA 1347 Advanced Dental Science (3-0) (3 credits)
An advanced study of anatomical systems, pharmacology, oral pathology, and developmental abnormalities.
Prerequisites: DNTA1311, DNTA1301, DNTA1315, DNTA1113, DNTA1353 and DNTA1305 with a grade of "C" or better.

DNTA 1349 Dental Radiology in the Clinic (2-4) (3 credits)
The practical application of exposing, processing, and mounting diagnostically acceptable radiographs obtained by utilizing various radiographic techniques.
Prerequisites: DNTA1311, DNTA1301, DNTA1315, DNTA1113, DNTA1353 and DNTA1305 with a grade of "C" or better.

DNTA 1353 Dental Assisting Applications (2-4) (3 credits)
An expanded study of dental assisting techniques with emphasis on four-handed dentistry and utilization of armamentarium for general practice and specialty procedures.
Prerequisites: Acceptance in Dental Acceptance Program

DNTA 2130 Seminar for the Dent Assistant (0-2) (1 credits)
Analysis of case studies during the clinical phase of practicum/clinical.
Prerequisite: DNTA1349, DNTA1245, DNTA2250, DNTA1341, DNTA1266 and DNTA1347 with a grade of "C" or better

DNTA 2166 Practicum Dental Assistant 0 10 1 (0-10) (1 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisites: DNTA1349, DNTA1245, DNTA2250, DNTA1341, DNTA1266 and DNTA1347 with a grade of "C" or better

DNTA 2250 Advanced Dental Assisting Applications (1-4) (2 credits)
An advanced study of expanded function chairside procedures.
Prerequisites: DNTA1311, DNTA1301, DNTA1315, DNTA1113, DNTA1353 and DNTA1305 with a grade of "C" or better

(DRAM) Drama

DRAM 1120 Theater Practicum I (0-6) (1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 1121 Theater Practicum II (0-6) (1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 1310 Introduction to Theater (3-0) (3 credits)
Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.

DRAM 1330 Stagecraft I (3-3) (3 credits)
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

DRAM 1341 Makeup (3-0) (3 credits)
Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

DRAM 1342 Introduction to Costume (2-4) (3 credits)
Principles and techniques of costume design and construction for theatrical productions.

DRAM 1351 Acting I (2-4) (3 credits)
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.

DRAM 1352 Acting II (2-4) (3 credits)
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.
Prerequisite: DRAM1351 with a grade of "C" or better.

DRAM 2120 Theater Practicum III (0-6) (1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 2121 Theater Practicum IV (0-6) (1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 2331 Stagecraft II (3-3) (3 credits)
Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management.

DRAM 2336 Voice for the Theater (3-0) (3 credits)
Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

DRAM 2361 History of the Theater I (3-0) (3 credits)
Study of the history of the theater from primitive times through the Renaissance.

DRAM 2362 History of the Theater II (3-0) (3 credits)
Study of the history of the theater from the Renaissance through today.

(DSVT) Diagnostic Medical Sonography/Sonographer and Ultrasound Technician

DSVT 1103 Introduction to Vascular Technology (1-0) (1 credit)
Introduction to basic non-invasive vascular theories.

Emphasize image orientation, transducer handling, and identification of anatomic structures.

DSVT 1191 Special Topics in Diagnostic Medical Sonography Technician
(1-0) (1 credit)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

DSVT 1264 Practicum (or Field Experience) - Diagnostic Medical Sonography/ Sonographer and Ultrasound Technician
(0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DSVT 2200 Vascular Technology Application
(2-0) (2 credits)
Non-invasive vascular technology. Includes 2-D imaging, Doppler, plethysmography, and segmental pressures. Emphasizes protocols for performing basic venous and arterial imaging and non-imaging exams.

DSVT 2335 Advanced Non-Invasive Vascular Technology (2-4) (3 credits)
Non-Invasive vascular concepts. Includes harmonics, contrasts, power Doppler, digital intraoperative, intravascular, abdominal vascular, graft surveillance, vascular interventions and research. Emphasizes extensive review or case studies, technical reporting, preliminary interpretation, and registry review.

(ECON) Economics

ECON 2301 Principles of Macroeconomics
(3-0) (3 credits)
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

ECON 2302 Principles of Microeconomics
(3-0) (3 credits)
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

(EDUC) Education

EDUC 1300 Learning Framework (3-0) (3 credits)
A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300)

EDUC 1301 Introduction to the Teaching Profession (3-1) (3 credits)
An enriched, integrated pre-service course and content experience that:
1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields;
2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations;
3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms;
4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and
5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms

EDUC 2301 Introduction to Special Populations
(3-1) (3 credits)
An enriched, integrated pre-service course and content experience that:
1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning;
2) provides students with opportunities to participate in early field observations of P-12 special populations;
3) should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards;

4) must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations; and
Prerequisite: EDUC1301 with a grade of "C" or better

(EDUT) Education

EDUT 1170 Inquiry Approaches to Teaching (1-0) (1 credit)
An introduction to the theory and practice that is necessary to design and deliver inquiry-based science and mathematics instruction in elementary school.

EDUT 2170 Inquiry Based Lesson Design (1-0) (1 credit)
An introduction to the theory and practice that is necessary to design and deliver inquiry-based science and mathematics instruction in middle school.

(EECT) Electrical Electronics and Communications Engineering Technology

EECT 1300 Technical Customer Service (3-0) (3 credits)
General principles of customer service within a technical environment. Topics include internal/external customer relationships, time management, best practices, and verbal and non-verbal communications skills.

(ELMT) Electromechanical Technology/Technician

ELMT 1380 Cooperative Education-Electromechanical Technology (1-20) (3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
Prerequisite(s): TECM1303, IEIR1302, CETT1321, ELPT1325, IEIR1304, CETT1325 and DFTG1313 with a grade of "C" or better

ELMT 2452 Power Generation Instrumentation (3-2) (4 credits)
Study of the instruments and control systems used in the power generation industry including terminology, power generation variables, piping and instrumentation diagrams (P&ID), control loop diagrams, and basic troubleshooting.
Prerequisite: INCR1302 with grade of "C" or better

ELMT 2453 Power Generation Troubleshooting (3-2) (4 credits)
Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve power generation problems. Topics include application of data collection and analysis, cause effect relationships, and reasoning.
Prerequisite: CBFM1407 with a grade of "C" or better

(ELPT) Electrical and Power Transmission Installation

ELPT 1325 National Electrical Code I (3-0) (3 credits)
An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.
Co-requisites: IEIR1304, INTC1341 and DFTG1313

ELPT 1345 Commercial Wiring (2-3) (3 credits)
Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.
Prerequisite: ELPT1325 with a grade of "C" or better
Co-requisites: CETT1325, ELPT2305 and ELPT2319

ELPT 2305 Motors and Transformers (2-3) (3 credits)
Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.
Prerequisites: CETT1402 or IEIR1304 with a grade of "C" or better

ELPT 2319 Programmable Logic Controllers I (2-3) (3 credits)
Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

ELPT 2347 Electrical Testing and Maintenance (Capstone) (2-3) (3 credits)
Proper and safe use of electrical power equipment test devices and the interpretation of test results. Includes protective relay testing and calibration, direct current (DC) testing, insulation power factor testing, and medium voltage switchgear.

Prerequisite: ELPT1345 with a grade of "C" or better

(EMSP) Emergency Medical Technology/Technician

EMSP 1166 Practicum (or Field Experience)-Emergency Medical Technology/Technician (EMT Paramedic) (0-7) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Co-requisite: EMSP1501

EMSP 1167 Practicum (or Field Experience)-Emergency Medical Technology/Technician (EMT Paramedic) (0-7) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisites: EMSP1166 and EMSP1501 with a grade of "C" or better
Co-requisites: EMSP1338, EMSP1355, EMSP1356 and EMSP2306

EMSP 1266 Practicum (or Field Experience)-Emergency Medical Technology/Technician (EMT Paramedic) (0-14) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: EMSP1167, EMSP1338, EMSP1355, EMSP1356, and EMSP2306 with a grade of "C" or better
Co-requisites: EMSP2330, EMSP2434 and EMSP2444

EMSP 1338 Introduction to Advanced Practice (3-1) (3 credits)
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.
Prerequisites: EMSP1166 and EMSP1501 with a grade of "C" or better
Co-requisites: EMSP1167, EMSP1355, EMSP2306 and EMSP1356

EMSP 1355 Trauma Management (2-2) (3 credits)
Knowledge and skills in the assessment and management of patients with traumatic injuries.
Prerequisites: EMSP1501 and EMSP1166 with a grade of "C" or better
Co-requisites: EMSP1167, EMSP1338, EMSP1156 and EMSP2306

EMSP 1356 Patient Assessment and Airway Management (2-3) (3 credits)
Knowledge and skills in the assessment and management of patients with traumatic injuries.
Prerequisites: EMSP1501 and EMSP1166 with a grade of "C" or better
Co-requisites: EMSP1167, EMSP1338, EMSP1156 and EMSP2306

EMSP 1501 Emergency Medical Technician-Basic (4-4) (5 credits)
Preparation for certification as an Emergency Medical Technician (EMT)—Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services.
Co-requisite: EMSP1166

EMSP 2243 Assessment Based Management (1-3) (2 credits)
A capstone experience covering comprehensive, assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients.
Prerequisites: EMSP1266, EMSP2330, EMSP2434 and EMSP2444 with a grade of "C" or better
Co-requisites: EMSP2266 and EMSP2305

EMSP 2266 Practicum (or Field Experience)-Emergency Medical Technology/Technician (EMT Paramedic) (0-14) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: EMSP1266, EMSP2330, EMSP2434 and EMSP2444 with a grade of "C" or better
Co-requisite: EMSP2243 and EMSP2305

EMSP 2305 EMS Operations (2-3) (3 credits)
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.
Prerequisites: EMSP1266, EMSP2330, EMSP2434 and EMSP2444 with a grade of "C" or better
Co-requisites: EMSP2243 and EMSP2266

EMSP 2306 Emergency Pharmacology (2-4) (3 credits)
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.
Prerequisites: EMSP1501 and EMSP1166 with a grade of "C" or better
Co-requisites: EMSP1167, EMSP1338, EMSP1355 and EMSP1356

EMSP 2330 Special Populations (2-3) (3 credits)
Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, geriatrics, and other related topics.
Prerequisites: EMSP1167, EMSP1355, EMSP1356

and EMSP2306 with a grade of "C" or better
Co-requisites: EMSP1266, EMSP2434 and EMSP2444

EMSP 2434 Medical Emergencies (3-4) (4 credits)
Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.
Prerequisites: EMSP1167, EMSP1338, EMSP1355, EMSP1356 and EMSP2306 with a grade of "C" or better
Co-requisites: EMSP1266, EMSP2330 and EMSP2444

EMSP 2444 Cardiology (3-4) (4 credits)
Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.
Prerequisites: EMSP1167, EMSP1338, EMSP1355, EMSP1356 and EMSP2306 with a grade of "C" or better
Co-requisites: EMSP1266, EMSP2330 and EMSP2434

(ENER) Energy Industry

ENER 1240 Employee Success in Energy Industry (2-0) (2 credits)
A study of successful employee characteristics and employer expectations in the energy industry. Topics include benefits, career management, e-communications, and personal financial management. Addresses values, inclusion, and community/environmental roles.

ENER 1330 Basic Mechanical Skills for Energy (2-3) (3 credits)
Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings, and basic shop calculations (English and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power, and come-alongs.
Prerequisite: OSHT 1320 with a grade of "C" or better

(ENGL) English

ENGL 1301 Composition I (3-0) (3 credits)
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.
Note: ENGL 1301 is a prerequisite for all 2000-level literature courses.

ENGL 1302 Composition II (3-0) (3 credits)
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.
Prerequisite: ENGL1301 with a grade of "C" or better

ENGL 2307 Creative Writing I (3-0) (3 credits)
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2308 Creative Writing II (3-0) (3 credits)
Practical experience in the techniques of imaginative writing and peer workshop dynamics. A special emphasis will be placed on creative writing's intersections with the visual arts, architecture, and the urban imaginary. In the second semester of creative writing, student may choose to focus their writing narrowly in a particular literary genre, including fiction, nonfiction, poetry, screenwriting, or drama.

ENGL 2311 Technical and Business Writing (3-0) (3 credits)
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.
Prerequisite: ENGL1301 with a grade of "C" or better

ENGL 2322 British Literature I (3-0) (3 credits)
A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2323 British Literature II (3-0) (3 credits)
A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2327 American Literature I (3-0) (3 credits)
A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2328 American Literature II (3-0) (3 credits)
A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2332 World Literature I (3-0) (3 credits)
A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2333 World Literature II (3-0) (3 credits)
A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
Prerequisite: ENGL 1301 with a grade of "C" or better

ENGL 2341 Forms of Literature (3-0) (3 credits)
The study of one or more literary genres including, but not limited to poetry, fiction, drama, and film.
Prerequisite: ENGL 1301 with a grade of "C" or better

(ENGR) Engineering

ENGR 1201 Introduction to Engineering
(1-3) (2 credits)
An introduction to the engineering profession with emphasis on technical communication and team-based engineering design.
Prerequisite: MATH 1314 with a grade of "C" or better or equivalent academic preparation

ENGR 1304 Engineering Graphics I (2-4) (3 credits)
Introduction to computer-aided drafting using CAD software and sketching to generate two- and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics.
Prerequisite: MATH 1314 with a grade of "C" or better or equivalent academic preparation

ENGR 2105 Electrical Circuits I Laboratory
(0-3) (1 credit)
Laboratory experiments supporting theoretical principles presented in ENGR 2305 involving DC and AC circuit theory, network theorems, time, and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation.
Co-requisite: ENGR2305

ENGR 2301 Engineering Mechanics I-Statics
(3-0) (3 credits)
Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia.
Prerequisite: MATH2414 or concurrent enrollment and PHYS2425 with a grade of "C" or better

ENGR 2302 Engineering Mechanics-Dynamics
(3-0) (3 credits)
Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems.
Prerequisite: ENGR 2301 with a grade of "C" or better

ENGR 2304 Programming for Engineers
(3-0) (3 credits)
Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to engineering problems and visualization of engineering information; platforms

include spreadsheets, symbolic algebra packages, engineering analysis software, and laboratory control software.
Prerequisite: MATH2413 with a grade of "C" or better

ENGR 2305 Electrical Circuits I (3-0) (3 credits)
Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff 's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems.
Prerequisite: MATH2320 or concurrent enrollment; PHYS2425 (PHYS2325 & PHYS2125 University Physics) and MATH2414 with a grade of "C" or better

(EPCT) Environmental Pollution Control Technology/Technician

EPCT 1349 Environmental Regulation Interpretation and Applications
(3-0) (3 credits)
An in-depth study of the major federal and state environmental regulations.

(FIRT) Fire Protection and Safety Technology/Technician

FIRT 1301 Fundamentals of Fire Protection
(3-0) (3 credits)
Orientation to the fire service, career opportunities, and related fields. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1303 Fire and Arson Investigation I
(3-0) (3 credits)
Basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

FIRT 1305 Public Education Programs
(3-0) (3 credits)
Preparation of firefighters and fire officers to develop public fire safety awareness. Emphasis on implementation of fire and public safety programs in an effort to reduce the loss of life.

FIRT 1307 Fire Prevention Codes and Inspections
(3-0) (3 credits)
Local building and fire prevention codes. Fire prevention inspections, practices, and procedures. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1309 Fire Administration I (3-0) (3 credits)
Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

FIRT 1315 Hazardous Material I (3-0) (3 credits)
The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

FIRT 1329 Building Codes and Construction
(3-0) (3 credits)
Examination of building codes and requirements, construction types, and building materials. Includes walls, floorings, foundations, and various roof types and the associated dangers of each. This course meets Fire and Emergency Services Higher Education(FESHE) Model Curriculum core requirements.

FIRT 1333 Fire Chemistry I (3-0) (3 credits)
Chemical nature and properties of compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics. This course meets Fire and Emergency Services Higher Education(FESHE)Model Curriculum core requirements.

FIRT 1338 Fire Protection Systems (3-0) (3 credits)
Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1347 Industrial Fire Protection (3-0) (3 credits)
Industrial emergency response teams and specific needs related to hazards in business and industrial facilities.

FIRT 1349 Fire Administration II (3-0) (3 credits)
In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies.
Prerequisite: FIRT1309 with a grade of "C" or better

FIRT 1353 Legal Aspects of Fire Protection (3-0) (3 credits)
Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies and personnel.

FIRT 2309 Firefighting Strategies and Tactics I (3-0) (3 credits)
Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.

FIRT 2389 Internship-Fire Protection Safety Technology/Technician (0-0) (3 credits)
This is the capstone course for the Fire Protection Technology AAS degree and must be completed in the last semester of the program. A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

(FITT) Sport and Fitness Administration/Management

FITT 1343 Performance Enhancement for Athletics (2-2) (3 credits)
A study of the scientific principles and methodologies to enhance athletic performance. Emphasis on the concepts of periodization of training as it relates to pre-season, competitive season, and off-season goals. Topics include evaluation and assessment protocols, exercise techniques, and safety.
Pre-Requisite: FITT2313 with a grade of "C" or better

FITT 1401 Fitness and Exercise Testing (3-2) (4 credits)
Techniques for conducting physical fitness assessments including tests of cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity. Includes fitness equipment use and maintenance. Emphasis on safety guidelines and precautions.
Co-requisite: FITT2313

FITT 1495 Special Topics in Kinesiology and Exercise Science (3-2) (4 credits)
Techniques for conducting physical fitness assessments including tests of cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity. Includes fitness equipment use and maintenance. Emphasis on safety guidelines and precautions.
Co-requisite: FITT2313

FITT 2264 Practicum (or Field Experience)-Health and Physical Education, General (0-14) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Co-requisites: FITT2409, FITT1343 and FITT2301

FITT 2301 Lifestyle Change for Wellness (3-0) (3 credits)
Components of weight control, healthy nutrition, smoking cessation, stress management, and other current trends. Includes techniques in behavior modification, motivation, teaching, and counseling.
Co-requisite: FITT2264

FITT 2305 Sports Facility Management (3-0) (3 credits)
A study of the process of managing sport facilities. Includes planning, directing, and coordinating programs, and supervising employees and participants.

FITT 2313 Exercise Science (3-0) (3 credits)
A survey of scientific principles, methodologies, and research as applied to exercise and physical fitness. Emphasis on physiological responses and adaptations to exercise. Topics include basic elements of kinesiology, biomechanics, motor learning, and the physical fitness industry.
Prerequisites: BIOL2401 and FITT1495 with a grade of "C" or better
Co-requisite: FITT1401

FITT 2333 Fitness Industry Operations and Technology (3-0) (3 credits)
A survey of the practical aspects of the physical fitness industry. Emphasis on equipment cost analysis, program marketing, legal issues, policy formation, budgetary planning, computer software applications, and current industry trends.

FITT 2409 Theory of Exercise Program Design and Instruction (3-3) (4 credits)
The study of health related components of physical fitness including cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, and body composition. Topics include the theoretical basis underlying physical fitness; instructional techniques for fitness development; and methods for leading an exercise session, including design, instruction, and evaluation.
Prerequisites: FITT2313 and FITT1401
Co-requisite: FITT2264

FITT 2411 Prevention and Care of Exercise Injury (3-2) (4 credits)
Overview of design methods for exercise settings and programs for injury prevention. Includes the

use of safe physical conditioning techniques, current exercise fads and myths that promote injury, methods for injury recognition and evaluation, on-site care of exercise injuries, and emergency procedures.
Prerequisite: BIOL2401 with a grade of "C" or better

(FREN) French Language

FREN 1300 Conversational French I (3-0) (3 credits)
Basic practice in comprehension and production of the spoken language.

FREN 1310 Conversational French II (3-0) (3 credits)
Basic practice in comprehension and production of the spoken language.

FREN 1411 Beginning French I (3-2) (4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

FREN 1412 Beginning French II (3-2) (4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.
Prerequisite: FREN 1411 with a grade of "C" or better or equivalent

FREN 2311 Intermediate French I (3-0) (3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.
Prerequisite: FREN 1412 with a grade of "C" or better or equivalent

FREN 2312 Intermediate French II (3-0) (3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.
Prerequisite: FREN 2311 with a grade of "C" or better or equivalent

(GAME) Animation, Interactive Technology, Video Graphics, and Special Effects

GAME 1212 Game Theory (2-1) (2 credits)
Game and simulation design. Application of design theories to production-based projects from the conceptual stage to a completed project.
Prerequisite: GAME2470 with a grade of "C" or better

GAME 1303 Introduction To Game Design and Development (2-4) (3 credits)
Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry.

GAME 1335 Interactive Writing I (3-0) (3 credits)
Instruction in writing plot, story, setting, and description for every game element and verbal communication based on game concept. Includes the study of traditional narrative practices and interactive fiction requiring creative writing.
Prerequisite: ENGL1301 with a grade of "C" or better

GAME 1343 Game and Simulation Programming I (2-4) (3 credits)
Game and simulation programming using the C++ language. Topics will include advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics.
Co-requisite: COSC1336

GAME 1394 Special Topics in Animation, Interactive Technology and Video Graphics and Special Effects (2-4) (3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
Prerequisite: GAME2341 with a grade of "C" or better

GAME 1404 Level Design (3-3) (4 credits)
Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing and storytelling. Includes utilization of toolsets from industry titles.
Prerequisite: GAME2470 with a grade of "C" or better

GAME 2302 Mathematical Applications for Game Development (2-3) (3 credits)
Presents applications of mathematics and science in game and simulation programming. Includes the utilization of matrix and vector operations, kinematics, and Newtonian principles in games and simulations. Also covers optimization.
Prerequisite: MATH1314 or higher-level math with a grade of "C" or better

GAME 2308 Portfolio for Game Development (3-0) (3 credits)
Design and management of an industry standard

portfolio. Includes techniques in self-promotion, resume writing, portfolio distribution systems, and interviewing.
Prerequisite: GAME2359 with a grade of "C" or better

GAME 2309 Video Game Art II (2-4) (3 credits)
A study of industry-used, game-art techniques and its applications of game art assets. Utilizes tools and advanced techniques in the creation of assets for a game engine. Course structured on major game development project.
Prerequisites: GAME2334 and GAME1303 or GAME1403 with a grade of "C" or better

GAME 2332 Project Development I (2-4) (3 credits)
Skill development in an original modification based on a current game engine. Includes management of version control; development of project timelines; integration of sound, models, and animation; production of demos; and creation of original levels, characters, and content for a real-time multiplayer game. Applies skills learned in previous classes in a simulated real-world design team experience.
Prerequisite: GAME1343 with a grade of "C" or better or concurrent enrollment OR ARTV1345 with a grade of "C" or better
Co-requisite: ARTV 2345

GAME 2334 Project Development II (2-4) (3 credits)
Continuation of an original modification based on a current game engine with an emphasis on new content and significant changes in game play over the base game experience. Includes creation of original levels, characters, and content for a real-time multiplayer game applying skills learned in previous classes.
Prerequisite: GAME2332 with a grade of "C" or better

GAME 2341 Game Scripting (2-4) (3 credits)
Scripting languages with emphasis on game concepts and simulations.
Prerequisite: GAME1343 with a grade of "C" or better

GAME 2342 Game Development Using C++ (2-4) (3 credits)
Skill development in C++ programming for games and simulations. Examines real-world C++ development issues. Course structured on major game development project.
Prerequisite: GAME2334 with a grade of "C" or better
Co-requisite: COSC2436

GAME 2343 Multi-User Game Programming II (2-4) (3 credits)
Creation of network game and simulation programs. Emphasis on online games and simulation programming technologies, multithreading, player management, peer-to-peer and client/server development.
Prerequisite: GAME2341 with a grade of "C" or concurrent enrollment

GAME 2359 Game and Simulation Group Project (2-4) (3 credits)
Creation of a game and/or simulation project utilizing a team approach. Includes the integration of design, art, audio, programming, and quality assurance.
Prerequisites: GAME2342 and GAME2343 OR GAME2309 and ARTV2351 with a grade of "C" or better

GAME 2470 Video Game System Design (3-3) (4 credits)
Explores rule creation for video games with a focus on entertaining consumers. Includes creation of combat systems, viable economic systems, difficulty adjustments and settings, and presentation of rules to consumers.
Prerequisites: GAME1406 and GAME2332 with a grade of "C" or better

GAME 2471 Scripting for Video Game Design (3-3) (4 credits)
Explores the use of scripting languages by video game designers including practical applications using a modern scripting language with or without a design toolkit. Emphasis on user interfaces, complex enemy behaviors including group behaviors, interactive environmental features, and risk-and-reward systems for games.
Prerequisite: GAME2470 with a grade of "C" or better

(GEOG) Geography

GEOG 1303 World Regional Geography (3-0) (3 credits)
Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices found in those regions. Course content may include one or more regions.

(GEOL) Geology

GEOL 1401 Earth Science I (3-3) (4 credits)
Survey of geology, meteorology, oceanography, and astronomy.

GEOL 1403 Physical Geology (3-3) (4 credits)
Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are

described by theories based on experimental data and geologic data gathered from field observations.

GEOL 1404 Historical Geology (3-3) (4 credits)
A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils.

(GERM) German Language

GERM 1411 Beginning German I (3-2) (4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

GERM 1412 Beginning German II (3-2) (4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.
Prerequisite: GERM 1411 or equivalent with a grade of "C" or better

GERM 2311 Intermediate German I (3-0) (3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.
Prerequisites: GERM1411 and GERM1412 with a grade of "C" or better

GERM 2312 Intermediate German II (3-0) (3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.
Prerequisites: GERM1411, GERM1412 and GERM 2311 with a grade of "C" or better

(GOVT) Government

GOVT 2107 Federal and Texas Constitutions (1-0) (1 credit)
A study of the United States and state constitutions, with special emphasis on Texas.
Prerequisite: By permission only. Enrollment limited to students who have already completed a minimum of 6 SCH of GOVT courses but have not satisfied the statutory requirement for study of the federal and state constitutions. Ensures compliance with TEC _51.301.

GOVT 2304 Introduction to Political Science (3-0) (3 credits)
Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

GOVT 2305 Federal Government (3-0) (3 credits)
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

GOVT 2306 Texas Government (3-0) (3 credits)
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

GOVT 2311 Mexican-American Politics (3-0) (3 credits)
The study of Mexican-American/Chicano/a politics within the American political experience.

GOVT 2389 Turkey in the Middle East: Islam, Oil and Democracy (3-4) (3 credits)
An instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. This three-hour credit course will be conducted over an eight day period for eight hours per day in Turkey.

(GRPH) Prepress/Desktop Publishing and Digital Imaging Design

GRPH 1359 Vector Graphics for Production (2-4) (3 credits)
A study and use of vector graphics for production.
Prerequisite: ARTC1313 with a grade of "C" or better

GRPH 2336 Prepress Techniques (2-2) (3 credits)
Hands-on experiences in both electronic file imaging and traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning. This course is offered in the Spring only.
Prerequisite: GRPH 1359 with a grade of "C" or better

(HART) Heating, Air Conditioning and Refrigeration Technology/ Technician

HART 1400 HVAC Duct Fabrication (3-4) (4 credits)
Layout and fabrication of HVAC duct systems using common tools and equipment of the trade.

HART 1401 Basic Electricity for HVAC (3-4) (4 credits)
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

HART 1403 Air Conditioning Control Principles (3-4) (4 credits)
A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.
Prerequisite: HART 1401 with a grade of "C" or better or approval of the professor

HART 1407 Refrigeration Principles (3-4) (4 credits)
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

HART 1441 Residential Air Conditioning (3-4) (4 credits)
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

HART 1445 Gas and Electric Heating (3-4) (4 credits)
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.
Prerequisite: HART 1401 with a grade of "C" or better or approval of the professor

HART 2336 Air Conditioning Troubleshooting (2-4) (3 credits)
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.
Prerequisites: HART1403, 1407, and 1441 with a grade of "C" or better or approval of the professor

HART 2349 Heat Pumps (2-4) (3 credits)
A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.
Prerequisites: HART1401 and 1445 with a grade of "C" or better or approval of the professor

HART 2357 Specialized Commercial Refrigeration (2-4) (3 credits)
An advanced course covering the components, accessories, and service of specialized refrigeration units, such as ice machines, soft-serve machines, cryogenics, and cascade systems.
Prerequisites: HART 1401 and 1407 with a grade of "C" or better or approval of the professor

HART 2438 Air Conditioning Installation and Startup (3-4) (4 credits)
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.
Prerequisites: HART1401 and HART1407 with a grade of "C" or better or approval of the professor

HART 2442 Commercial Refrigeration (3-4) (4 credits)
Theory and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines.
Prerequisites: HART1401 and HART1407 with a grade of "C" or better or approval of the professor

HART 2445 Residential Air Conditioning Systems Design (3-4) (4 credits)
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

(HIST) History

HIST 1301 United States History I (3-0) (3 credits)
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

HIST 1302 United States History II (3-0) (3 credits)
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that

may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

HIST 2301 Texas History (3-0) (3 credits)
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

HIST 2311 Western Civilization I (3-0) (3 credits)
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.

HIST 2312 Western Civilization II (3-0) (3 credits)
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.

HIST 2381 African-American History
(3-0) (3 credits)
Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues.

(HITT) Health Information and Medical

HITT 1305 Medical Terminology I (3-0) (3 credits)
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1311 Health Information Systems
(2-2) (3 credits)
Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health.
Prerequisites: HITT1401 and COSC1301 with a grade of "C" or better

HITT 1341 Coding and Classification Systems
(2-2) (3 credits)
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.
Prerequisite: HITT1345, BIOL2402, POFM1300, HPRS2301 with a grade of "C" or better or concurrent enrollment in HPRS2301

HITT 1345 Health Care Delivery Systems
(3-0) (3 credits)
Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.
Prerequisite: HITT1401 with a grade of "C" or better

HITT 1353 Legal and Ethical Aspects of Health Information (3-0) (3 credits)
Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.
Prerequisite: HITT1345 with a grade of "C" or better

HITT 1401 Health Data Content and Structure
(3-2) (4 credits)
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.
Prerequisite: Acceptance into the Health Information Technology Program

HITT 2160 Clinical-Health Information/Medical Records Technology/Technician
(0-3) (1 credit)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: HITT1345 with a grade of "C" or better

HITT 2245 Coding Certification Exam Review
(2-0) (2 credits)
Review of coding competencies and skills in preparation for a coding certification exam. Enhance the understanding of coding and its critical relationship to reducing the number of medical necessity denials.
Prerequisite(s): POFM1300 and POF2310 with a grade of "C" or better

HITT 2261 Clinical-Health Information/Medical Records Technology/Technician (0-6) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: HITT2160 with a grade of "C" or better and approval of the HIT Program Coordinator

HITT 2326 Project Management for Health Professionals (3-0) (3 credits)
General priniciples of project management tools and techniques that results in the ability to create and follow a project management plan.
Prerequisite(s): HITT1305, HITT1303, BMGT1301, BMGT1344. HPRO2307, HITT2340, ENGL1301, ENGL2311

HITT 2335 Coding and Reimbursement Methodologies (2-2) (3 credits)
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.
Prerequisite: HITT1341 with a grade of "C" or better

HITT 2339 Health Information Organization and Supervision (3-0) (3 credits)
Principles of organization and supervision of human, financial, and physical resources.
Prerequisite: HITT1353 with a grade of "C" or better

HITT 2340 Advanced Medical Billing & Reimbursement (3-2) (4 credits)
Skill development in coding to prepare reimbursement forms in various health care settings for submission to payors.

HITT 2343 Quality Assessment and Performance Improvement (2-2) (3 credits)
Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.
Prerequisites: HITT1353 with a grade of "C" or better

HITT 2346 Advanced Medical Coding (2-2) (3 credits)
Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.
Prerequisites: HITT1341 with a grade of "C" or better
Co-requisites: HITT2335

HITT 2370 Credentialing & Managed Care Contracts (3-0) (3 credits)
Processes forms, and requirements to successfully obtain hospital facility privileges for the physician and obtain contracts with insurance companies for payment. Managed care contract terms, contracting issues, negotiations strategies, day-to-day tactics for getting paid properly, and impact on payment from non-government and out-of-network 3rd party payers.

HITT 2371 Portfolio I - Credit for Work Experience (4-0) (4 credits)
Development of a formal document that relates work experience to healthcare business process, compliance, space panning and operational flows.
Prerequisite(s): HITT2326 with a grade of "C" or better or concurrent enrollment.

HITT 2372 Portfolio II - Credit for Work Experience (4-0) (4 credits)
Development of a format document that relates past work experiences to current educational training.
Prerequisite: HITT2471 with a grade of "C" of better.

(HPRS) Health Professions and Related Services

HPRS 1105 Essentials of Medical Law/Ethics for Health Professionals (1-0) (1 credit)
Introduction to the relationship between legal aspects and ethics in health care, with emphasis on responsibilities of health care professionals.
Co-requisites: HPRS1201

HPRS 1201 Introduction to Health Professions (2-1) (2 credits)
An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.
Co-requisites: HPRS1105

HPRS 2301 Pathophysiology (3-0) (3 credits)
Study of the pathology and general health management of diseases and major injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to

diseases and injuries.
Prerequisite: BIOL2402 with a grade of "C" or better

(HRPO) Human Resources Management and Personnel Administrations, General

HRPO 2301 Human Resources Management
(3-0) (3 credits)
Behavioral and legal approaches to the management of human resources in organizations.

HRPO 2307 Organizational Behavior
(3-0) (3 credits)
The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

(HUMA) Humanities

HUMA 1301 Introduction to the Humanities I
(3-0) (3 credits)
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

HUMA 1302 Introduction to the Humanities II
(3-0) (3 credits)
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. A continuation of HUMA1301.

HUMA 2319 American Minority Studies
(3-0) (3 credits)
This interdisciplinary survey examines the diverse cultural, artistic, economic, historical, political, and social aspects of American minority communities. Topics may include race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, age, disability, and religion.

(IEIR) Industrial Electronics Technology/Technician

IEIR 1302 Introduction to Direct Current Circuits
(2-3) (3 credits)
Fundamentals of direct current including Ohm's Law. Emphasis on methods of analyzing series, parallel, and combination circuits including measurement devices.
Co-requisites: CETT1321 and TECM1303

IEIR 1304 Alternating Current Circuits for Industrial Applications (2-3) (3 credits)
Fundamentals of alternating current including series and parallel circuits, phasors, and capacitive and inductive networks. Discussion of circuit analysis and measurement.
Prerequisite: IEIR1302 with a grade of "C" or better
Co-requisites: DFTG1313, ELPT1325, and INTC1341

(IMED) Educational and Instructional Media Design

IMED 1301 Introduction to Digital Media
(2-2) (3 credits)
A survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, Web page development, and interactive presentations. Emphasis on conceptualizing and producing effective multimedia presentations. This course is offered in the Fall only.

IMED 1316 Web Design I (2-4) (3 credits)
Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.
Prerequisite: ARTC1313 or COMM1335 with a grade of "C" or better

IMED 2311 Portfolio Development (2-4) (3 credits)
Preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques. Students will choose from a variety of software packages to create a digital portfolio. This is a CAPSTONE course. This course is offered in the Spring only.
Prerequisite: ARTC 2305 with a grade of "C" or better

IMED 2315 Web Design II (2-2) (3 credits)
A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues. This course is offered in the Spring only.
Prerequisite: IMED1316 with a grade of "C" or better

(INCR) Instrumentation Technology/Technician

INCR 1302 Physics of Instrumentation
(2-4) (3 credits)
An introduction to simple control loops. Introduction to pressure, temperature, level, and flow transmitters and the various transducers used in the detection of changes in process variables.
Prerequisite: OSHT1320 with a grade of "C" or better for Power Plant Technology

(INEW) Web Page and Computer Programmer/Programming, General

INEW 2334 Advanced Web Programming
(2-4) (3 credits)
Web programming using industry-standard languages and data stores.
Prerequisite: ITSE2302 with a grade of "C" or better

(INMT) Manufacturing Technology/Technician

INMT 2301 Machinery Installation (2-3) (3 credits)
Students utilize skills acquired in previous studies. Machinery foundation, locations, installation, and alignment activities are practiced and tested. Emphasis is on the various methods of shaft alignment including laser shaft alignment.
Prerequisite: ENER1330 with a grade of "C" or better

(INRW) Integrated Reading/ Writing

INRW 0312 Integrated Reading/Writing
(3-1) (3 credits)
This course focuses on integration of critical reading and academic writing skills. Successful completion of this course if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing
Prerequisite: Appropriate Placements Scores.
Note: For institutions offering one or more levels, this course shall be used for upper (exit) level and may be used for lower level(s).

(INTC) Instrumentation Technology/Technician

INTC 1341 Principles of Automatic Control
(2-3) (3 credits)
Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations.
Prerequisite: IEIR1302 with a grade of "C" or better
Co-requisites: DFTG 1313, ELPT1325, and IEIR1301

(ITCC) System, Networking and LAN or WAN Management/ Manager Cisco

ITCC 1301 Cisco Exploration 1-Network Fundamentals (2-4) (3 credits)
A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes.

ITCC 1304 Cisco Exploration 2-Routing Protocols and Concepts (2-4) (3 credits)
This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes.
Prerequisite: ITCC1301 or ITCC1401 with a grade of "C" or better

ITCC 2308 Cisco Exploration 3-LAN Switching and Wireless (2-4) (3 credits)
This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3

switching concepts are introduced.
Prerequisites: ITCC1304 or ITCC1404 with a grade of "C" or better

ITCC 2310 Cisco Exploration 4-Accessing the WAN (2-4) (3 credits)
This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS).
Prerequisite: ITCC2308 or ITCC2408 with a grade of "C" or better

(ITMT) Computer Systems Networking and Telecommunications

ITMT 1371 Installing and Configuring Windows 7 (2-4) (3 credits)
A course in the installation and configuration of Windows 7 on client desktops. Topics include upgrading, deploying and migrating to Windows 7; configuring hardware and applications, network connectivity, access to resources, mobile computing and backup and recovery options.
Prerequisite: ITSC 1305 with a grade of "C" or better

ITMT 1372 Desktop Support Technician (2-4) (3 credits)
A course in the support of applications running on client desktops under Windows 7. Topics include: identifying the cause of and resolving desktop applications, networking and security issues; and managing and maintaining systems that run Windows 7 client.
Prerequisite: ITMT 1371 with a grade of "C" or better

ITMT 1373 Installing and Configuring Windows 8 (2-4) (3 credits)
A course in the installation and configuration of Windows 8 on client desktops. Topics include upgrading, deploying and migrating to Windows 8; configuring hardware and applications, network connectivity, access to resources, mobile computing and backup and recovery options.
Prerequisite: ITMT1372 with a grade of "C" or better

ITMT 2370 Installing and Configuring Windows Server 2012 (2-2) (3 credits)
A study of initial implementation and configuration of core services of Windows Server 2012 including Active Directory Domain Services (AD DS), networking services, and Microsoft Hper-V Server 2012 configuration.
Prerequisites: ITNW1325 and ITMT1373 with a grade of "C" or better

ITMT 2371 Administering Windows Server 2012 (2-2) (3 credits)
This course covers the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as Implementing Server Images, User and Group management with Active Directory Domain Services (ADDS) and Group Policy, Remote Access and Network Policies, Data Security, Monitoring and Update Management.
Prerequisite: ITMT2370 with a grade of "C" or better

ITMT 2372 Configuring Advanced Windows Server 2012 Services (2-2) (3 credits)
This course covers the advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS) identity management, rights management, Federated services, network load balancing, failover clustering, business continuity and disaster recovery.
Prerequisite: ITMT2371 with a grade of "C" or better

(ITNW) Computer Systems Networking and Telecommunications

ITNW 1313 Computer Virtualization (2-4) (3 credits)
Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.
Prerequisites: ITNW2354 and ITSC2386 with a grade of "C" or better

ITNW 1325 Fundamentals of Networking Technologies (3-1) (3 credits)
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

ITNW 2354 Internet/Intranet Server (2-4) (3 credits)
Advanced concepts in the designing, installing, and

administration of an Internet/Intranet server.
Prerequisite: ITMT 2351 with a grade of "C" or better

ITNW 2370 Network Storage Technology (2-4) (3 credits)
This course explores underlying storage technologies, architectures, features and benefits of intelligent storage systems and storage networking technologies.
Prerequisites: ITNW 2354 or ITSC 2386 with a grade of "C" or better

(ITSC) Computer and Information Sciences, General

ITSC 1305 Introduction to PC Operating Systems (2-4) (3 credits)
Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

ITSC 1309 Integrated Software Applications I (2-4) (3 credits)
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Includes an orientation to personal computer hardware, practical skills involving the personal computer operating system and recommended practices for securing data from loss.

ITSC 1316 Linux Installation and Configuration (2-4) (3 credits)
Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.
Prerequisite: ITNE2354 and ITSC2386 with a grade of "C" or better

ITSC 2325 Advanced Linux (2-4) (3 credits)
Provides instruction in Advance Open-source Linux operating system. Develops LDAP directory services to all your clients, support users remotely, installing and configuring network services.
Prerequisite: ITSC 1316 with a grade of "C" or better

ITSC 2386 "Internship- Computer Information Sciences, General" (0-9) (3 credits)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer.
Prerequisite: Completion of at least 45 semester hours of the degree plan

(ITSE) Computer Programming)

ITSE 1306 PHP Programming (2-4) (3 credits)
Introduction to PHP including the design of web-based applications, arrays, strings, regular expressions, file input/output, e-mail and database interfaces, stream and network programming, debugging, and security.

ITSE 1311 Beginning Web Programming (2-4) (3 credits)
Skill development in web programming including mark-up and scripting languages.

ITSE 1332 Introduction to Visual Basic.NET Programming (2-4) (3 credits)
Introduction to Visual Basic.NET (VB.NET) including data types, control structures, functions, syntax, and semantics of the language, classes, class relationships, and exception handling.

ITSE 1359 Introduction to Scripting Languages (2-4) (3 credits)
Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis.
Prerequisite: ITMT 2302 with a grade of "C" or better or concurrent enrollment

ITSE 2302 Intermediate Web Programming (2-4) (3 credits)
Techniques for Web development. Includes server-side and client-side scripting.
Prerequisite: ITSE1306 with a grade of "C" or better

ITSE 2309 Database Programming (2-4) (3 credits)
Database development using database programming techniques emphasizing database structures, modeling, and database access.
Prerequisite: ITSE2302 with a grade of "C" or better

(ITSW) Data Processing Technology/Technician

ITSW 1301 Introduction to Word Processing (2-2) (3 credits)
An overview of the production of documents, tables, and graphics.
Prerequisites: Computer knowledge and keyboarding proficiency

ITSW 1304 Introduction to Spreadsheets (2-2) (3 credits)
Instruction in the concepts, procedures, and application of electronic spreadsheets.
Prerequisite: Computer knowledge

(ITSY) Information Technology/ Security

ITSY 1300 Fundamentals of Information Security (3-0) (3 credits)
An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.

(JAPN) Japanese Language

JAPN 1300 Conversational Japanese (3-0) (3 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

JAPN 1411 Beginning Japanese I (3-2) (4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

JAPN 1412 Beginning Japanese II (3-2) (4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.
Prerequisite: JAPN 1411 with a grade of "C" or better

JAPN 2311 Intermediate Japanese I (3-0) (3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.
Prerequisite: JAPN1412 with a grade of "C" or better

JAPN 2312 Intermediate Japanese II (3-0) (3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.
Prerequisite: JAPN2311 with a grade of "C" or better

(KINE) Kinesiology

KINE 1101 Physical Fitness and Health Concepts (1-2) (1 credit)
Practical concepts of health-related fitness including benefits of proper nutrition, exercise, personal well-being, and adverse effects of drug abuse; individual fitness assessments and development of a personal well-being program required of all students.

KINE 1102 Athletics Conditioning (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically conditioning for first semester, freshman year of extracurricular activities such as varsity football, basketball, tennis, soccer, volleyball, baseball, softball, golf, Apache Band, cheerleaders and athletic trainer.

KINE 1103 Athletics Conditioning (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically conditioning for first semester, freshman year of extracurricular activities such as varsity football, basketball, tennis, soccer, volleyball, baseball, softball, golf, Apache Band, cheerleaders and athletic trainer.

KINE 1104 Physical Conditioning I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically the course will develop aerobic endurance, muscular strength and flexibility.

KINE 1105 Physical Conditioning II (0-3) (1 credit)
A beginning level swimming class designed for students who are not able to swim; successful students will achieve at least the A.R.C. Beginning Swim level.

KINE 1107 Tennis I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically tennis as an individual, as well as partner, sport skill course. The emphasis of this course is in instruction and practice of beginning tennis techniques and skills. The student will be introduced to the rules, strategies, scoring, and safety aspects needed to enjoy the game of tennis.

KINE 1112 Horsemanship I (0-3) (1 credit)
Instruction and participation in physical and recreational activities. An experiential course with emphasis on the instruction and practical aspects of skills, safety concepts and equipment commonly associated with owning, caring for, and enjoying horse related activities.

KINE 1125 Water Exercise I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically basic fitness concepts and exercises which can be accomplished in the water. The course involves the concepts of cardiorespiratory endurance, strength, flexibility, nutrition, and weight management.

KINE 1126 Water Exercise II (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically continuation of the KINE 1125 Water Exercise Course. The student will continue to learn additional fitness concepts and water exercises. The course includes the topics

of cardiorespiratory endurance, strength, flexibility, nutrition, and weight management.

KINE 1140 Outdoor Recreation I (0-3) (1 credit)
Instruction and participation in physical and recreational activities. The emphasis of this course is in the instruction and practice of basic outdoor recreation skills.

KINE 1141 Special Topics in Lifetime Activities I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically basic level skills in various lifetime sports/activities are presented. Rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate.

KINE 1142 Rock Climbing I (0-3) (1 credit)
Instruction and participation in physical and recreational activities. The emphasis of this course is in the instruction and practice of basic rock climbing skills.

KINE 1143 Outdoor Adventure Programs (0-3) (1 credit)
Instruction and participation in physical and recreational activities. Emphasis is on the instruction and practice of basic outdoor skills as they apply to a variety of adventure activities. Additional fee is required.
Co-requisite: KINE 1328

KINE 1144 Paddlesports I (0-3) (1 credit)
Instruction and participation in physical and recreational activities. Emphasis is on the instruction and practice of basic canoe and/or kayak paddling skills. Additional fee is required.

KINE 1145 Backcountry Expeditioning I (0-3) (1 credit)
Instruction and participation in physical and recreational activities. Emphasis is on the instruction and practice of basic long term backcountry traveling and living skills and techniques. Additional fee is required.

KINE 1147 Recreational Dance-Belles I (0-3) (1 credit)
Freshman Apache Belle participation and instruction in a variety of dance activities and techniques. Fall only.

KINE 1148 Recreational Dance-Belles II (0-3) (1 credit)
Instruction and participation in folk, social, tap, or other dance forms. Freshman Apache Belle participation and instruction in a variety of dance activities and techniques. Spring only.
Prerequisite: KINE 1147 with a grade of "C" or better

KINE 1149 Belle Conditioning (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically conditioning for first semester, freshman year of Apache Belles.

KINE 1150 Belle Conditioning (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically conditioning for first semester, freshman year of Apache Belles.

KINE 1301 Foundations of Kinesiology (3-0) (3 credits)
Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. (Cross-listed as PHED 1164 & 1238)

KINE 1308 Sports Officiating (3-0) (3 credits)
Instruction in rules, interpretation, and mechanics of officiating selected sports.

KINE 1309 Sports Officiating II (3-0) (3 credits)
Instruction in rules, interpretation, and mechanics of officiating selected sports.

KINE 1321 Coaching/Sports/Athletics I (3-0) (3 credits)
Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

KINE 1322 Coaching/Sports/Athletic II (3-0) (3 credits)
Study of the history, theories, philosophies, rules, and terminology of competitive sports.

KINE 1336 Introduction to Recreation I (3-0) (3 credits)
Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership.

KINE 1338 Concepts of Physical Fitness (3-0) (3 credits)
Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs.

KINE 2101 Athletics Conditioning (0-3) (1 credit)
Conditioning for first semester sophomore year of extracurricular activities such as varsity football, basketball, tennis, soccer, volleyball, baseball, softball, golf, Apache Band, cheerleaders and athletic trainer.

KINE 2102 Athletics Conditioning (0-3) (1 credit)
Conditioning second semester for sophomore year of extracurricular activities such as varsity football, basketball, tennis, soccer, volleyball, baseball, softball, golf, Apache Band, cheerleaders and athletic trainer.

KINE 2109 Weight Training I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically a beginning level muscular strength and endurance program.

KINE 2112 Horsemanship II (0-3) (1 credit)
Instruction and participation in physical and recreational activities. An experiential course with emphasis on the instruction and practical aspects of advanced skills, safety concepts and equipment commonly associated with owning, caring for, and enjoying horse related activities.

KINE 2113 Golf I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically golf as an individual sport skill course. The emphasis of this course is in instruction and practice of beginning golf techniques and skills. The student will be introduced to the rules, strategy, scoring, and safety aspects needed to enjoy the game of golf.

KINE 2114 Aerobic Exercise I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically introduces the student to basic fitness concepts, exercise and dance steps.

KINE 2118 Bowling I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically introduction to bowling; covers rules, scoring, grips, approaches, deliveries and beginning aiming techniques.

KINE 2119 Martial Arts I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically introduction to weaponless self defense through the coordination of control, balance and technique.

KINE 2122 Advanced Martial Arts I (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically continuation of KINE 2119 to advanced Martial Arts study and skill development.
Prerequisite: KINE 2134 with a grade of "C" or better

KINE 2125 Advanced Martial Arts II (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically continuing opportunity to advance individual level of Martial Arts study and skill development.

KINE 2127 Weight Training II (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically assumes basic knowledge of safety and lifting techniques; builds on these skills and expands lifting program developed in KINE 2109.
Prerequisite: KINE 2109 with a grade of "C" or better

KINE 2134 Martial Arts II (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically advanced study and development of skill in a martial art form.

KINE 2135 Weight Training III (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically learning and practicing advanced weight training techniques.
Prerequisite: KINE2127 with a grade of "C" or better

KINE 2136 Weight Training IV (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically more practice in advanced weight training techniques.
Prerequisite: KINE 2135 with a grade of "C" or better

KINE 2140 Outdoor Recreation II (0-3) (1 credit)
Instruction and participation in physical and recreational activities. The emphasis of this course is in the instruction and practice of advanced outdoor recreation skills.
Prerequisite: KINE 1140 with a grade of "C" or better

KINE 2141 Special Topics in Lifetime Activities II (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically advanced level skills in various lifetime sports/activities are presented. Rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate.
Prerequisite: KINE 1141 with a grade of "C" or better

KINE 2142 Rock Climbing II (0-3) (1 credit)
Instruction and participation in physical and recreational activities. The emphasis of this course is in the instruction and practice of advanced rock climbing skills. Additional fee is required.
Prerequisite: KINE 1142 with a grade of "C" or better

KINE 2144 Paddlesports II (0-3) (1 credit)
Instruction and participation in physical and recreational activities. Emphasis is on the instruction and practice of basic canoe and/or kayak paddling skills. Additional fee is required.
Prerequisite: KINE1144 with a grade of "C" or better

KINE 2145 Backcountry Expeditioning II (0-3) (1 credit)
Instruction and participation in physical and recreational activities. Emphasis is on the instruction and practice of advanced long term backcountry traveling and living skills and techniques. Additional

fee is required.
Prerequisite: KINE 1145 with a grade of "C" or better

KINE 2147 Recreational Dance-Belles III (0-3) (1 credit)
Sophomore Apache Belles participation and instruction in a variety of dance activities and techniques, Fall only.
Prerequisite: KINE1148 with a grade of "C" or better

KINE 2148 Recreational Dance-Belles IV (0-3) (1 credit)
Instruction and participation in folk, social, tap, or other dance forms. Sophomore Apache Belle participation and instruction in a variety of dance activities and techniques. Spring only.
Prerequisite: KINE 2147 with a grade of "C" or better

KINE 2149 Belle Conditioning (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically conditioning for first semester, sophomore year of Apache Belles.

KINE 2150 Belle Conditioning (0-3) (1 credit)
Instruction and participation in physical and recreational activities, specifically conditioning for first semester, sophomore year of Apache Belles.

KINE 2156 Taping and Bandaging (1-0) (1 credit)
This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries.

KINE 2356 Care and Prevention of Athletic Injuries (3-0) (3 credits)
Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents/injuries, recognizing signs and symptoms of specific sports injuries/conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

(LGLA) Legal Assistant/Paralegal

LGLA 1119 Legal Ethics and Professional Responsibility (1-0) (1 credit)
Presents ethical and legal responsibilities as well as rules of professional responsibility a paralegal owes to the public, the court, clients, and colleagues. Includes a review of the canons and codes. This course is offered in the Fall only.

LGLA 1311 Introduction to Law (3-0) (3 credits)
Presents legal terminology relating to substantive areas of law and the federal and state judicial systems. Emphasizes the paralegal's role in the legal system. This course is offered in the Fall only.

LGLA 1345 Civil Litigation (3-0) (3 credits)
Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation. This course is offered in the Fall only.
Prerequisite: LGLA 1311 with a grade of "C" or better or concurrent enrollment

LGLA 1349 Constitutional Law (3-0) (3 credits)
An overview of the United States Constitution and its articles, amendments, and judicial interpretations. Includes separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government. This course is offered in the Fall only.
Prerequisite: LGLA 1311 with a grade of "C" or better

LGLA 1353 Wills, Trusts, and Probate Administration (3-0) (3 credits)
Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.
Prerequisite: LGLA 1311 with a grade of "C" or better

LGLA 1355 Family Law (3-0) (3 credits)
Fundamental concepts of family law including formal and informal marriages, divorce, annulment, martial property, and the parent-child relationship with emphasis on the paralegal's role in family law.
Prerequisite: LGLA 1311 with a grade of "C" or better or concurrent enrollment

LGLA 1403 Legal Research (3-3) (4 credits)
Presents legal research techniques emphasizing the paralegal's role.

LGLA 1405 Legal Writing (3-3) (4 credits)
Fundamentals of legal writing techniques including case and fact analysis, citation formats, and legal writing styles emphasizing the paralegal's role in legal writing.
Prerequisite: ENGL1301 and LGLA1403 with a grade of "C" or better

LGLA 2305 Interviewing and Investigating (3-0) (3 credits)
A study of techniques used to locate, gather, document, and manage information with emphasis on developing interview and investigative skills and the paralegal's role in interviewing and investigating legal matters. This course is offered in the Spring only.

LGLA 2307 Law Office Management (3-0) (3 credits)
Fundamental principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals. This course is

offered in the Spring only.

LGLA 2311 Business Organizations (3-0) (3 credits)
Basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities with emphasis on the paralegal's role.
Prerequisite: LGLA 1311 with a grade of "C" or better

LGLA 2313 Criminal Law and Procedures (3-0) (3 credits)
Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

LGLA 2315 Oil and Gas Law (3-0) (3 credits)
Presents fundamental concepts of oil and gas law, including relationships between landowners and oil and gas operators, government regulation, and documents used in the industry stressing the paralegal's role in oil and gas law.

LGLA 2333 Advanced Legal Document Preparation (3-0) (3 credits)
Use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.

LGLA 2337 Mediation (3-0) (3 credits)
Fundamental concepts of mediation and alternative dispute resolution emphasizing the paralegal's role assisting in the mediation process.

LGLA 2380 Cooperative Education-Paralegal/Legal Assistant (1-15) (3 credits)
Career related activities encountered in the student's area of specialization offered through an individualized agreement among the College, employer, and student. Under the supervision of the College and the employer, the student combines classroom learning with work experience. Includes a lecture component. This course is offered in the Spring only.
Prerequisites: LGLA 1403 with a grade of "C" or better, sophomore level and approval of both the department chair and an approved law office

(MATH) Mathematics

MATH 1314 College Algebra (3-0) (3 credits)
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.
Prerequisite: Math 0303, appropriate placement test score, or TSI complete

MATH 1316 Plane Trigonometry (3-0) (3 credits)
In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.
Prerequisite: Math 0303, appropriate placement test score, or TSI complete

MATH 1324 Mathematics for Business & Social Sciences I (3-0) (3 credits)
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.
Prerequisite: Math 0303, appropriate placement test score, or TSI complete

MATH 1325 Mathematics for Business & Social Sciences II (3-0) (3 credits)
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.
Prerequisites: MATH1314 or MATH1324 or MATH1414 with a grade of "C" or better

MATH 1332 Contemporary Mathematics I (3-0) (3 credits)
Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included.
Prerequisite: Appropriate placement test score, or TSI complete

MATH 1333 Contemporary Mathematics II (3-0) (3 credits)
Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included.
Prerequisite: Appropriate placement test score, or TSI complete

MATH 1342 Elementary Statistical Methods (3-0) (3 credits)
Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.
Prerequisite: Math 0303, appropriate placement

test score, or TSI complete

MATH 1350 Fundamentals of Mathematics I (3-0) (3 credits)
Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking.
Prerequisite: MATH1314 or MATH1414 with a grade of "C" or better or acceptable placement test score

MATH 1351 Fundamentals of Mathematics II (3-0) (3 credits)
Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification.
Prerequisites: MATH1314 or MATH1350 or MATH1414 with a grade of "C" or better or acceptable placement test score

MATH 1414 College Algebra (4-0) (4 credits)
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.
Prerequisite: Math 0303, appropriate placement test score, or TSI complete

MATH 1442 Elementary Statistical Methods (4-0) (4 credits)
Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.
Prerequisite: Placement into DMTH0302 or higher, or TSI complete in Mathematics

MATH 2318 Linear Algebra (3-0) (3 credits)
Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.
Prerequisite: MATH2414 with a grade of "C" or better

MATH 2320 Differential Equations (3-0) (3 credits)
Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.
Prerequisite: MATH 2414 with a grade of "C" or better

MATH 2412 Pre-Calculus Math (4-0) (4 credits)
In-depth study of algebra, trigonometry, and other topics for calculus readiness.
Prerequisite: Math 0303, appropriate placement test score, or TSI complete

MATH 2413 Calculus I (4-0) (4 credits)
Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.
Prerequisites: MATH1314 and MATH 1316 or MATH 2412 with a grade of "C" or better or acceptable placement test score

MATH 2414 Calculus II (4-0) (4 credits)
Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.
Prerequisite: MATH 2413 with a grade of "C" or better

MATH 2415 Calculus III (4-0) (4 credits)
Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.
Prerequisite: MATH 2414 with a grade of "C" or better

(MLAB) Clinical/Medical Laboratory Technician

MLAB 1165 Practicum (or Field Experience)-Clinical/Medical Laboratory Technician (0-8) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Co-requisites: MLAB1201, PLAB1223 and BIOL2404

MLAB 1201 Introduction to Clinical Laboratory Science (1-4) (2 credits)
An introduction to medical laboratory science, structure, equipment, and philosophy.
Prerequisite: Acceptance to MLT program or permission of the department chair
Co-requisites: MLAB1415 and PLAB1223

MLAB 1227 Coagulation (1-2) (2 credits)
A course in coagulation theory, procedures, and practical applications. Includes quality control, quality assurance, safety and laboratory procedures which rely on commonly performed manual and/or semi-automated methods.
Prerequisites: MLAB1201, MLAB1415, MLAB2534, MLAB1231, MLAB1235, MLAB1311 and PLAB1223 with a grade of "C" or better
Co-requisites: MLAB2501 and MLAB2431

MLAB 1231 Parasitology/Mycology (1-2) (2 credits)
A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance, and safety.
Prerequisites: MLAB1201, MLAB1415 and PLAB1223 with a grade of "C" or better
Co-requisites: MLAB2534 and MLAB1235

MLAB 1235 Immunology/Serology (1-4) (2 credits)
An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures as well as quality control, quality assurance, and safety.
Prerequisites: MLAB1201, MLAB1415 and PLAB1223 with a grade of "C" or better
Co-requisites: MLAB2534 and MLAB1231

MLAB 1311 Urinalysis and Body Fluids (2-3) (3 credits)
An introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance and safety.
Prerequisites: MLAB1201, MLAB1415, MLAB2534, MLAB1231, MLAB1235 and PLAB 1223 with a grade of "C" or better

MLAB 1415 Hematology (2-6) (4 credits)
The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cell maturation sequences, and normal and abnormal morphology with associated diseases.
Prerequisite: Acceptance to MLT program or permission of the department chair
Co-requisites: MLAB1201 and PLAB1223

MLAB 2167 Practicum II (0-10) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite(s): MLAB1201, MLAB1415, MLAB2534, MLAB1231, MLAB1235, MLAB1311, MLAB1501, MLAB2431, MLAB1227, MLAB2466 and PLAB1223 with a grade of "C" or better

MLAB 2431 Immunohematology (3-4) (4 credits)
A study of blood antigens and antibodies. Presents quality control, basic laboratory technique and safety. Includes the principles, procedures and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, adverse effects of transfusions, donor selection and components, and hemolytic disease of the newborn.
Prerequisites: MLAB1201, MLAB1415, MLAB2534, MLAB1231, MLAB1235, MLAB 1311 and PLAB1223 with a grade of "C" or better
Co-requisites: MLAB 2501 and MLAB 1227

MLAB 2466 Practicum I-Clinical/Medical Laboratory Technician (0-40) (4 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.
Prerequisites: MLAB1201, MLAB1415, MLAB2534, MLAB1231, MLAB1235, MLAB 1311, MLAB2501, MLAB2431, MLAB1227 and PLAB1223 with a grade of "C" or better
Co-requisite: MLAB2238

MLAB 2501 Clinical Chemistry (3-6) (5 credits)
An introduction to the principles, procedures, physiological basis, and significance of testing performed in Clinical Chemistry. Includes quality control, reference values, and safety.
Prerequisites: MLAB1201, MLAB1415, MLAB2534, MLAB1231, MLAB1235, MLAB1311 and PLAB1223 with a grade of "C" or better
Co-requisites: MLAB2431 and MLAB1227

MLAB 2534 Microbiology (3-6) (5 credits)
Instruction in the theory, practical application and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing, and reporting results.
Prerequisites: MLAB1201, MLAB1415 and PLAB1223 with a grade of "C" or better
Co-requisites: MLAB1231 and MLAB1235

(MRKG) Marketing and Marketing Management, General

MRKG 1302 Principles of Retailing (3-0) (3 credits)
Introduction to the retailing environment, types of retailer, current trends, the employment of retailing techniques, and factors that influence retailing.

MRKG 1311 Principles of Marketing (3-0) (3 credits)
Introduction to the marketing mix functions, and process. Includes identification of consumer and organizational needs, and explanation of environmental issues.

MRKG 2348 Marketing Research and Strategies (3-0) (3 credits)
Practical experiences in analyzing marketing studies using data-driven decision-making processes. Includes interrelationships among the components of the marketing mix.

(MUAP) Applied Music

Applied Music

Individual instruction in voice or brass, percussion, woodwind, string, or keyboard instruments. Music majors should enroll in private lessons in two areas each semester, depending upon their intended degree. Those who aim toward professional performance or teaching should take private lessons for a concentration of two semester hours each semester. All music majors should take, in addition to either a major or a concentration, a secondary private lesson for one semester hour credit each semester. In every case, one of the two private lessons each semester must be piano. All freshman piano secondaries must take piano class. All music majors must take a piano placement test.

A student majoring in music should see a faculty advisor for help in completing a course plan.

Students may also take private instrumental and vocal instruction as an elective. Two semester hours credit would signify one hour of instruction per week. One semester hour would signify 30 minutes of instruction per week.

The fees per semester on applied music courses are found in the tuition and fees section of this *Catalog*.

The College is not obligated to furnish instruments.

Vocal and instrumental instruction is available as follows:

Voice

The study of the art of singing in the bel canto style including breath control, vowel formation and other techniques of vocal production through vocal exercises and the study of literature from the English, Italian, German, French, and musical theatre repertoire.

Piano, Organ

(Music majors or electives with little or no piano experience should enroll in piano class.)

Enables the student, for a major or concentration, to develop technical capabilities to a high degree as well as become well acquainted with repertoire from the Baroque period to the present day. Develops fluency in reading at the keyboard and a knowledge of some technical and theoretical fundamentals at the instrument for minors.

Organ prerequisite: Piano experience or permission from professor.

Guitar

Focuses on the classical technique, different positions on the fingerboard, proper fingering for both hands, major and minor scales, and reading and memorizing music using typical compositions by Carulli, Carcassi, Narvaez, Villa-Lobos and other.

Electric Bass

Covers basic music reading with emphasis on correct fingering, sight reading skill, scales and memorization of bass parts to "standard" tunes selected by the professor. Elective only.

Wind Instruments

Allows the student to improve playing skills, either as a member of an ensemble or soloist, through concentration on proper music fundamentals to improve tone quality, range, flexibility, and technique. A variety of classical repertoire, ranging from Baroque to modern day, is employed to develop and improve musicianship and overall control of the instrument.

Percussion Instruments

Allows the student to improve playing skills, either as a member of an ensemble or soloist, through concentration on proper music fundamentals to improve physical technique and tone production on a wide variety of percussion instruments. A variety of repertoire is employed to develop and improve musicianship and overall control of the instrument.

Secondary or Elective

MUAP 1101, 1102, 2101, 2102 Violin (0.5-1) (1 credit)

MUAP 1103, 1104, 2103, 2104 Viola (1 credit)

MUAP 1109, 1110, 2109, 2110 Cello (1 credit)

MUAP 1113, 1114, 2113, 2114 Double Bass (1 credit)

MUAP 1115, 1116, 2115, 2116 Electric Bass (1 credit)

MUAP 1117, 1118, 2117, 2118 Flute (1 credit)

MUAP 1121, 1122, 2121, 2122 Oboe (1 credit)

MUAP 1125, 1126, 2125, 2126 Bassoon (1 credit)

MUAP 1129, 1130, 2129, 2130 Clarinet (1 credit)

MUAP 1133, 1134, 2133, 2134 Saxophone (1 credit)

MUAP 1137, 1138, 2137, 2138 Trumpet (1 credit)

MUAP 1141, 1142, 2141, 2142 French Horn (1 credit)

MUAP 1145, 1146, 2145, 2146 Trombone (1 credit)

MUAP 1149, 1150 2149, 2150 Baritone (1 credit)

MUAP 1153, 1154, 2153, 2154 Tuba (1 credit)

MUAP 1157, 1158, 2157, 2158 Percussion (1 credit)

MUAP 1161, 1162, 2161, 2162 Guitar (1 credit)

MUAP 1165, 1166, 2165, 2166 Organ (1 credit)

MUAP 1169, 1170, 2169, 2170 Piano (1 credit)

MUAP 1181, 1182, 2181, 2182 Voice (1 credit)

Concentration or Elective

MUAP 1201, 1202, 2201, 2202 Violin (1-2) (2 credits)

MUAP 1203, 1204, 2203, 2204 Viola (2 credits)

MUAP 1209, 1210, 2209, 2210 Cello (2 credits)

MUAP 1213, 1214, 2213, 2214 Double Bass (2 credits)

MUAP 1215, 1216, 2215, 2216 Electric Bass (2 credits)

MUAP 1217, 1218, 2217, 2218 Flute (2 credits)

MUAP 1221, 1222, 2221, 2222 Oboe (2 credits)

MUAP 1225, 1226, 2225, 2226 Bassoon (2 credits)

MUAP 1229, 1230, 2229, 2230 Clarinet (2 credits)

MUAP 1233, 1234, 2233, 2234 Saxophone (2 credits)

MUAP 1237, 1238, 2237, 2238 Trumpet (2 credits)

MUAP 1241, 1242, 2241, 2242 French Horn (2 credits)

MUAP 1245, 1246, 2245, 2246 Trombone (2 credits)

MUAP 1249, 1250, 2249, 2250 Baritone (2 credits)

MUAP 1253, 1254, 2253, 2254 Tuba (2 credits)

MUAP 1257, 1258, 2257, 2258 Percussion (2 credits)

MUAP 1261, 1262, 2261, 2262 Guitar (2 credits)

MUAP 1265, 1266, 2265, 2266 Organ (2 credits)

MUAP 1269, 1270, 2269, 2270 Piano (2 credits)

MUAP 1281, 1282, 2281, 2282 Voice (2 credits)

(MUEN) Music Ensemble

MUEN 1127 Apache Band (1-4) (1 credit)
Meets in the fall semester and is an advanced performance ensemble open to all students of the College who qualify by audition. Performances include field and parade marching, concerts, athletic events, performance tours, and other campus activities. Front ensemble must register for Apache Marching Band Section 02 only. Color guard must register for Apache Marching Band Section 03 only. Students may also receive physical education credit by enrolling in KINE 1102, 2101 concurrently with this course.

MUEN 1128 Symphonic Band (1-4) (1 credit)
Meets during the spring semester and is a performance ensemble open to all students of the College who qualify by audition. Emphasis is placed primarily on preparation for various concert performances and other campus events. Students may also receive physical education credit by enrolling in KINE 1103 and 2102 concurrently with this course.

MUEN 1129 Wind Ensemble (1-4) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Performances include concerts, festivals, performance tours, and other campus events. Emphasis is placed on study of modern wind-band literature of the highest quality and difficulty. Although it is a select ensemble, students in any major field of study may audition.

MUEN 1130 Wind Ensemble (1-4) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Performances include concerts, festivals, performance tours, and other campus events. Emphasis is placed on study of modern wind-band literature of the highest quality and difficulty. Although it is a select ensemble, students in any major field of study may audition.

MUEN 1131 Apache Pan Ensemble (1-2) (1 credit)
Allows students to gain performance experience in a non-western musical idiom-specifically the music of Trinidad and Tobago. The main purpose is to learn and prepare literature for performance and lecture. Admission by audition.

MUEN 1132 Apache Pan Ensemble (1-2) (1 credit)
Allows students to gain performance experience in a non-western musical idiom-specifically the music of Trinidad and Tobago. The main purpose is to learn and prepare literature for performance and lecture. Admission by audition.

MUEN 1133 Instrumental Chamber Ensemble (1-2) (1 credit)
A performance ensemble studying and performing various wind and percussion chamber music. Admission is by audition only. Performances include campus and community concerts, as well as performance tours.

MUEN 1134 Instrumental Chamber Ensemble (1-2) (1 credit)
A performance ensemble studying and performing various wind and percussion chamber music. Admission is by audition only. Performances include campus and community concerts, as well as performance tours.

MUEN 1136 Apache Indoor Percussion Theatre (1-2) (1 credit)
A competitive and non-competitive performing ensemble consisting of a wide variety of percussion instruments and color guard. The show contains elements of musical performance, marching drill, and theatrical expression. Must be a member of Apache Marching Band. Admission by audition. Spring only.

MUEN 1137 Guitar Ensemble (1-2) (1 credit)
A group of two to sixteen classical guitarists that rehearses and performs arrangements and compositions for more than one guitar. Admission by audition or permission of the professor.
Co-requisite: MUAP 1261 or 1262 or 2162 or 2262

MUEN 1138 Guitar Ensemble (1-2) (1 credit)
A group of two to sixteen classical guitarists that rehearses and performs arrangements and compositions for more than one guitar. Admission by audition or permission of the professor.
Co-requisite: MUAP 1261 or 1262 or 2162 or 2262

MUEN 1139 Jazz Ensemble (1-2) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Although it is a select ensemble, students in any major field of study may audition. Performances include concerts, festivals, performance tours, and other campus events. Literature ranges from the "Big Band" music of the 1920's to modern jazz of the present.

MUEN 1140 Jazz Ensemble (1-2) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Although it is a select ensemble, students in any major field of study may audition. Performances include concerts, festivals, performance tours, and other campus events. Literature ranges from the "Big Band" music of the 1920's to modern jazz of the present.

MUEN 1141 Concert Choir (1-3) (1 credit)
A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

MUEN 1142 Concert Choir (1-3) (1 credit)
A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

MUEN 1151 Chamber Singers (1-2) (1 credit)
An auditioned vocal ensemble performing traditional and contemporary madrigal and choral repertoire.

Admission by audition.

MUEN 1152 Chamber Singers (1-2) (1 credit)
An auditioned vocal ensemble performing traditional and contemporary madrigal and choral repertoire.

Admission by audition.

MUEN 1153 Harmony and Understanding (1-2) (1 credit)
An auditioned vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

MUEN 1154 Harmony and Understanding (1-2) (1 credit)
An auditioned vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

MUEN 2127 Apache Band (1-4) (1 credit)
Meets in the fall semester and is an advanced performance ensemble open to all students of the College who qualify by audition. Performances include field and parade marching, concerts, athletic events, performance tours, and other campus activities. Front ensemble must register for Apache Marching Band Section 02 only. Color guard must register for Apache Marching Band Section 03 only. Students may also receive physical education credit by enrolling in KINE 1102 and 2101 concurrently with this course.

MUEN 2128 Symphonic Band (1-4) (1 credit)
Meets during the spring semester and is a performance ensemble open to all students of the College who qualify by audition. Emphasis is placed primarily on preparation for various concert performances and other campus events. Students may also receive physical education credit by enrolling in KINE 1103 and 2102 concurrently with this course.

MUEN 2129 Wind Ensemble (1-4) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Performances include concerts, festivals, performance tours, and other campus events. Emphasis is placed on study of modern wind-band literature of the highest quality and difficulty. Although it is a select ensemble, students in any major field of study may audition.

MUEN 2130 Wind Ensemble (1-4) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Performances include concerts, festivals, performance tours, and other campus events. Emphasis is placed on study of modern wind-band literature of the highest quality and difficulty. Although it is a select ensemble, students in any major field of study may audition.

MUEN 2131 Apache Pan Ensemble (1-2) (1 credit)
Allows students to gain performance experience in a non-western musical idiom-specifically the music of Trinidad and Tobago. The main purpose is to learn and prepare literature for performance and lecture. Admission by audition.

MUEN 2132 Apache Pan Ensemble (1-2) (1 credit)
Allows students to gain performance experience in a non-western musical idiom-specifically the music of Trinidad and Tobago. The main purpose is to learn and prepare literature for performance and lecture. Admission by audition.

MUEN 2133 Instrumental Chamber Ensemble (1-2) (1 credit)
A performance ensemble studying and performing various wind and percussion chamber music. Admission is by audition only. Performances include campus and community concerts, as well as performance tours.

MUEN 2134 Instrumental Chamber Ensemble (1-2) (1 credit)
A performance ensemble studying and performing various wind and percussion chamber music. Admission is by audition only. Performances include campus and community concerts, as well as performance tours.

MUEN 2136 Apache Indoor Percussion Theatre (1-2) (1 credit)
A competitive and non-competitive performing ensemble consisting of a wide variety of percussion instruments and color guard. The show contains elements of musical performance, marching drill, and theatrical expression. Must be a member of Apache Marching Band. Admission by audition. Spring only.

MUEN 2137 Guitar Ensemble (1-2) (1 credit)
A group of two to sixteen classical guitarists that rehearses and performs arrangements and compositions for more than one guitar. Admission by audition or permission of the professor.
Co-requisite: MUAP 1261 or 1262 or 2162 or 2262

MUEN 2138 Guitar Ensemble (1-2) (1 credit)
A group of two to sixteen classical guitarists that rehearses and performs arrangements and compositions for more than one guitar. Admission by audition or permission of the professor.
Co-requisite: MUAP 1261 or 1262 or 2162 or 2262

MUEN 2139 Jazz Ensemble (1-2) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Although it is a select ensemble, students in any major field of study may audition. Performances include concerts, festivals, performance tours, and other campus events. Literature ranges from the "Big Band" music of the 1920's to modern jazz of the present.

MUEN 2140 Jazz Ensemble (1-2) (1 credit)
An advanced performance ensemble open to students who qualify by audition. Although it is a select ensemble, students in any major field of study may audition. Performances include concerts, festivals, performance tours, and other campus events. Literature ranges from the "Big Band" music of the 1920's to modern jazz of the present.

MUEN 2141 Concert Choir (1-3) (2 credits)
A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

MUEN 2142 Concert Choir (1-3) (1 credit)
A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

MUEN 2151 Chamber Singers (1-2) (1 credit)
An auditioned vocal ensemble performing traditional and contemporary madrigal and choral repertoire. Admission by audition.

MUEN 2152 Chamber Singers (1-2) (1 credit)
An auditioned vocal ensemble performing traditional and contemporary madrigal and choral repertoire. Admission by audition.

MUEN 2153 Harmony and Understanding (1-2) (1 credit)
An auditioned vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

MUEN 2154 Harmony and Understanding (1-2) (1 credit)
An auditioned vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

MUEN 2242 Concert Choir (1-3) (2 credits)
A non-auditioned mixed chorus singing sacred and secular choral literature. Open to any student of the College.

(MUSI) Music

MUSI 1116 Sight Singing & Ear Training I (2-1) (1 credit)
Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony.

MUSI 1117 Sight Singing & Ear Training II (2-1) (1 credit)
Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. Students are strongly encouraged to take this course concurrently with MUSI 1312.
Prerequisite: MUSI 1116 with a grade of "C" or better

MUSI 1158 Opera Workshop II (1-2) (1 credit)
Performance of portions of or complete operas and the study of the integration of music, acting, and staging of an opera. (Cross listed as DRAM 1161 & 1162.)

MUSI 1159 Musical Theatre I (0-5) (1 credit)
Study and performance of works from the musical theater repertoire. (Cross-listed as DRAM 1161 & 1162)

MUSI 1160 Italian Diction (1-1) (1 credit)
Study of phonetic sounds of the English, French, German, or Italian languages to promote the ability to sing in those languages.

MUSI 1163 Jazz Improvisation I (1-2) (1 credit)
Materials and practices for improvisation or extemporaneous performance in the jazz idiom.

MUSI 1164 Jazz Improvisation II (1-2) (1 credit)
Materials and practices for improvisation or extemporaneous performance in the jazz idiom.

MUSI 1181 Piano Class I (1-2) (1 credit)
Class instruction in the fundamentals of keyboard technique for beginning piano students.

MUSI 1182 Piano Class II (1-2) (1 credit)
Class instruction in the fundamentals of keyboard technique for beginning piano students.

MUSI 1183 Voice Class I (1-2) (1 credit)
Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training.

MUSI 1184 Voice Class II (1-2) (1 credit)
Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training.

MUSI 1301 Fundamentals of Music I (3-0) (3 credits)
Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (Does not apply to a music major degree.)

MUSI 1306 Music Appreciation (3-0) (3 credits)
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.)

MUSI 1308 Music Literature I (3-1) (3 credits)
Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

MUSI 1309 Music Literature II (3-1) (3 credits)
Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

MUSI 1311 Music Theory I (3-1) (3 credits)
Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.

MUSI 1312 Music Theory II (3-1) (3 credits)
Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.
Prerequisite: MUSI1311 with a grade of "C" or better

MUSI 1390 Electronic Music I (3-0) (3 credits)
Introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music. Prerequisite should be the completion of either a Music Fundamentals, Music Theory, Private Piano, or Class Piano Course.

MUSI 2116 Sight Singing & Ear Training III (2-1) (1 credit)
Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian

structures.
Prerequisite: MUSI1117 with a grade of "C" or better

MUSI 2117 Sight Singing & Ear Training IV (2-1) (1 credit)
Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. NOTE: The maximum SCH combination of Theory and Sight Singing and Ear Training is 4 SCH. An institution offering Theory III at 3 SCH must offer Sight Singing and Ear Training at 1 SCH for a total of 4 SCH for the combination. Likewise, an institution may select Theory III at 2 SCH and may select Sight Singing and Ear Training III at 2 SCH for a maximum of 4 SCH for the combination.

MUSI 2159 Musical Theatre II (0-5) (1 credit)
Study and performance of works from the musical theater repertoire. (Cross-listed as DRAM 1161 & 1162)

MUSI 2311 Music Theory III (3-1) (3 credits)
Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. A further study of harmony and the introduction to secondary dominants, secondary leading-tone chords, diatonic and chromatic modulations, and linear diminished seventh chords. Required of music and fine arts music majors. Students are strongly encouraged to take this course concurrently with MUSI 2116.
Prerequisite: MUSI 1312 with a grade of "C" or better

MUSI 2312 Music Theory IV (3-1) (3 credits)
Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. A further study of harmony and the introduction to the Neapolitan triad, augmented sixth chords, ninth, eleventh, and thirteenth chords, modes, pandiatonicism, quartal harmony, twelve-tone serialism, aleatoric process, transposing, planning, exotic scales and other modern techniques. Required of music and fine arts-music majors. Students are strongly encouraged to take this course concurrently with MUSI 2117.
Prerequisite: MUSI2311 with a grade of "C" or better

(OPTS) Optometric Technician/ Assistant

OPTS 1305 Geometric Optics (3-0) (3 credits)
Introduction to the history and physics of the electromagnetic spectrum with emphasis on the reflection and refraction of light from flat and curved mirrors, prisms, and single and compound lens systems.

OPTS 1309 Ophthalmic Laboratory I (2-4) (3 credits)
Emphasis on the finishing portion (bench) of the fabrication of spectacles. Topics include markup, blocking, edging, beveling, impact resistance, tinting, insertion, and inspection of single vision and multi-focal lenses.

OPTS 1311 The Visual System (3-0) (3 credits)
Overview of the visual system including the anatomy and physiology of the eye, related structures, and diseases.

OPTS 1315 Basic Contact Lenses (2-2) (3 credits)
Introduction to contact lens theory and practice. Topics include the history, development, and manufacture of contact lenses; lens materials, designs, fitting, and care techniques; as well as skills necessary for the accurate measurement of lens parameters.

OPTS 1319 Vision Care Office Procedures (3-0) (3 credits)
Overview of procedures used in an optical, optometric, or ophthalmological, office. Instruction on government, third party, and other managed care insurance claim forms, maintenance of patient records, safety regulations, correspondences and ethics.
Prerequisites: OPTS1311, OPTS2341, OPTS1501, OPTS1309, OPTS1315, and OPTS1305 with a grade of "C" or better
Co-requisites: OPTS1349, OPTS2166, OPTS2335, OPTS2345, and OPTS2531

OPTS 1349 Ophthalmic Laboratory II (2-4) (credits)
Utilize formulas and techniques needed to surface single vision and multi-focal lenses. Topics include calculation or use of a computer software program to determine the information used in conjunction with ophthalmic lens machines, and instruments used to grind, fine, and polish lenses.

OPTS 1501 Ophthalmic Dispensing (4-3) (5 credits)
Introduction to the basic principles of frame selection, styling, refractive errors, lens design, and the use of tools and instruments used to measure and make adjustments necessary to properly dispense spectacles.

OPTS 2166 Practicum I-Opticianry/Ophthalmic Dispensing Optician (0-7) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.

OPTS 2266 Practicum II-Opticianry/Ophthalmic Dispensing Optician (0-15) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.

OPTS 2335 Advanced Contact Lenses (2-2) (3 credits)
Emphasizes the knowledge and skills necessary to assist the practitioner in the dispensing, evaluation, and care of soft, rigid, toric, multi-focal, therapeutic, and other specialty contact lenses.

OPTS 2341 Ophthalmic Techniques (2-4) (3 credits)
Presentation of information and practical training in the techniques necessary to properly assist the eye practitioner. Topics include visual acuity assessments and performance of various preliminary diagnostic tests.

OPTS 2345 Advanced Ophthalmic Techniques (2-4) (3 credits)
Continuation of Ophthalmic Techniques. Introduction to principles and techniques of various diagnostic evaluations. Topics include refractometry and retinoscopy, ophthalmic photography, applanation tonometry, and advanced clinical assessments. An overview of standardized tools prevalent in the field will be covered.

OPTS 2531 Advanced Ophthalmic Dispensing (5-1) (5 credits)
Advanced study of the procedures necessary to dispense eyewear. Topics include lens aberrations, magnification, tilt, reflection, absorption and transmission, advanced lens materials, high-powered prescription considerations, and partial vision.

(OSHT) Occupational Safety and Health Technology/Technician

OSHT 1320 Energy Industrial Safety (2-2) (3 credits)
An overview for industrial workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 and National Fire Protection Association (NFPA) 70E standards such as confined space entry, emergency action, lock out/tag out, arc flash, and other work related subjects.

(OTHA) Occupational Therapist Assistant

OTHA 1260 Clinical-Occupational Therapy Assistant (0-7) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: OTHA1301, OTHA1315 and OTHA1341 with a grade of "C" or better
Co-requisites: OTHA1309, OTHA1319, OTHA1353 and OTHA2301

OTHA 1301 Introduction to Occupational Therapy (3-0) (3 credits)
Introduction to the historical development and philosophy of the profession of the occupational therapy. Emphasis on the roles and functions of thee occupational therapy assistant in current health care environments including moral, legal, and ethical issues.
Prerequisites: OTHA1301, OTHA1315 and OTHA1341 with a grade of "C" or better Co-requisites: OTHA1309, OTHA1319, OTHA1353 and OTHA2301

OTHA 1309 Human Structure and Function in Occupational Therapy (2-2) (3 credits)
Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures.
Prerequisites: OTHA1301, OTHA1315 and OTHA1341 with a grade of "C" or better
Co-requisites: OTHA2301, OTHA1319, OTHA1353 and OTHA1260

OTHA 1315 Therapeutic Use of Occupations or Activities I (2-2) (3 credits)
Various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities.
Prerequisites: ENGL1301 and BIOL2404 with a grade of "C" of better
Co-requisites: OTHA1301 and OTHA1341

OTHA 1319 Therapeutic Interventions I (2-3) (3 credits)
Concepts, techniques, and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy (OT). Emphasizes the occupational therapy assistant's role in the OT process.
Prerequisites: OTHA1301, OTHA1315 and OTHA1341 with a grade of "C" or better
Co-requisites: OTHA1309, OTHA2301,

OTHA1353 and OTHA1260

OTHA 1341 Occupational Performance from Birth through Adolescence (2-3) (3 credits)
Occupational performance of newborns through adolescents. Includes frames of reference, evaluation tools and techniques, and intervention strategies.
Prerequisites: ENGL1301 and BIOL2404 with a grade of "C" or better
Co-requisites: OTHA1301 and OTHA1315

OTHA 1353 Occupational Performance for Elders (2-3) (3 credits)
Occupational performance of elders. Includes frames of reference, evaluation tools and techniques, and intervention strategies.
Prerequisites: OTHA1301, OTHA1341 and OTHA1315 with a grade of "C" or better
Co-requisites: OTHA1309, OTHA1319, OTHA2301 and OTHA1260

OTHA 2262 Clinical-Occupational Therapy Assistant (0-7) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: OTHA1260, OTHA1301, OTHA1309, OTHA1315, OTHA1319, OTHA1341, OTHA1353, OTHA2301, OTHA2309 and OTHA2361 with a grade of "C" or better
Co-requisites: OTHA2302, OTHA2331 and OTHA2335

OTHA 2266 Practicum (or Field Experience)-Occupational Therapy Assistant (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisites: OTHA1260, OTHA1301, OTHA1309, OTHA1315, OTHA1319, OTHA1341, OTHA1353, OTHA2262, OTHA2301, OTHA2302, OTHA2309, OTHA2331, OTHA2335 and OTHA2361 with a grade of "C" or better
Co-requisite: OTHA2267

OTHA 2267 Practicum (or Field Experience)-Occupational Therapy Assistant (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisites: OTHA1260, OTHA1301, OTHA1309, OTHA1315, OTHA1319, OTHA1341, OTHA1353, OTHA12262, OTHA2301, OTHA2302, OTHA2309, OTHA2331, OTHA2335 and OTHA2361 with a grade of "C" or better
Co-requisite: OTHA2266

OTHA 2301 Pathophysiology in Occupational Therapy (3-0) (3 credits)
Pathology and general health management of diseases and injuries across the lifespan encountered in occupational therapy treatment settings. Includes etiology, symptoms, and the client's physical and psychological reactions to disease and injury.
Prerequisites: OTHA1301, OTHA1315 and OTHA1341 with a grade of "C" or better
Co-requisites: OTHA1309, OTHA1319, OTHA1353 and OTHA1260

OTHA 2302 Therapeutic Use of Occupations or Activities II (2-3) (3 credits)
Use of Occupations or Activities I. Emphasis on advanced techniques and applications used in traditional and non-traditional practice settings.
Prerequisites: OTHA1260, OTHA1301, OTHA1309, OTHA1315, OTHA1319, OTHA1341, OTHA1353, OTHA2301, OTHA2309 and OTHA2361 with a grade of "C" or better
Co-requisites: OTHA2331, OTHA2335 and OTHA2262

OTHA 2309 Mental Health in Occupational Therapy (2-3) (3 credits)
Promotion of mental health and wellness through occupational therapy. Topics include theory and intervention strategies to enhance occupational performance.
Prerequisites: OTHA1260, OTHA1301, OTHA1309, OTHA1315, OTHA1319, OTHA1341, OTHA1353 and OTHA2301 with a grade of "C" of better
Co-requisite: OTHA2361

OTHA 2331 Physical Function in Occupational Therapy (2-3) (3 credits)
Physical function to promote occupational performance. Includes frames of reference, evaluative tools, intervention strategies, and consumer education.
Prerequisites: OTHA1260, OTHA1301, OTHA1309, OTHA1315, OTHA1319, OTHA1341, OTHA1353, OTHA2301, OTHA2309 and OTHA2361 with a grade of "C" or better
Co-requisites: OTHA2262, OTHA2302 and OTHA2335

OTHA 2335 Health Care Management in Occupational Therapy (3-0) (3 credits)
Explores the roles of the occupational therapy assistant in health care delivery. Topics include documentation, reimbursement, credentialing, ethical standards, health care team role delineation, and management.
Prerequisites: OTHA1260, OTHA1301, OTHA1309, OTHA1315, OTHA1319, OTHA1341, OTHA1353, OTHA2301, OTHA2309 and

OTHA2361 with a grade of "C" or better
Co-requisites: OTHA2262, OTHA2302 and OTHA2331

OTHA 2361 Clinical-Occupational Therapy Assistant (0-9) (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: OTHA1260, OTHA1309, OTHA1315, OTHA1319, OTHA1341, OTHA1353 and OTHA2301 with a grade of "C" or better
Co-requisite: OTHA2309

(PBAD) Public Administration and Services

PBAD 1321 Public Administration (3-0) (3 credits)
An introduction to the organization and management of the public sector. Topics include intergovernmental relations, overview of different levels of government program management, and management of non-profit agencies.

PBAD 1341 Governmental Agencies (3-0) (3 credits)
An overview of governmental agencies and their interrelationships; goals and objectives; and organizational structure of each agency. Topics include grants-in-aid, revenue and expenditure patterns, and global influence on governmental agencies.

PBAD 1392 Special Topics in Public Administration (3-0) (3 credits)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

PBAD 2301 Public Relations in the Public Sector (3-0) (3 credits)
Skill development in dealing with the public and the media for public sector employees, managers, and public relations specialists. Topics include maintaining positive public image, relating organizational policies to the public interest, and conducting public information programs.

PBAD 2305 Public Sector Management (3-0) (3 credits)
General principles of public management and strategies of dealing with internal and external systems. Topics include planning, decision-making and leadership models, organizational behavior, and resource management.

PBAD 2311 Public Sector Supervision (3-0) (3 credits)
Skill development in supervisory techniques in public management. Topics include organizational structure, motivation, planning, control, delegation, and leadership. Instructional techniques may include case studies, role playing, and teamwork.

PBAD 2331 Budgeting in the Public Sector (3-0) (3 credits)
Examination of revenue-producing activities and sources of funds; construction and implementation of budgets; and basic terminology, concepts, and mechanics as they relate to fiscal factors. Topics include budget cycle, taxation, bonds, indebtedness, and fund accounting.

PBAD 2335 Ethics in the Public Sector (3-0) (3 credits)
Examination of reconciling the practice of public administration with provisions of law. Topics include codes of conduct, financial disclosure, conflict of interest, nepotism, and ethical dilemmas.

PBAD 2339 Human Resource Management in the Public Sector (3-0) (3 credits)
Examination of human resource management in the public sector with an emphasis on civil service, merit systems, and labor law. Topics include recruiting, selecting, training, compensating, and appraising employees.

PBAD 2365 Practicum (or Field Experience)-Public Administration (1-20) (3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

(PHED) Physical and Health Education

PHED 1166 First Aid - CPR (1-0) (1 credit)
Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.
Co-requisites: PHED1206

PHED 1206 First Aid (2-0) (2 credits)
Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render

intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.
Co-requisites: PHED1166

PHED 1304 Personal/Community Health I
(3-0) (3 credits)
This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

PHED 1305 Personal/Community Health II
(3-0) (3 credits)
Investigation of the principles and practices in relation to personal and community health.

PHED 1346 Drug Use & Abuse (3-0) (3 credits)
The study of use and abuse of drugs in today's society with emphasis on physiological, sociological and psychological factors.

(PHIL) Philosophy

PHIL 1301 Introduction to Philosophy
(3-0) (3 credits)
A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

PHIL 1304 Introduction to World Religions
(3-0) (3 credits)
A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.

PHIL 2289 Freshman Honors Colloquium
(2-0) (2 credits)
An instructional cross-disciplinary program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of philosophy in collaboration with a cohort of their peers in the Honors Program. In this colloquium course, students will explore the evolution of human thought from philosophy's birthing of theology, the sciences, and the humanities, to its practical application to ethical patterns of life and thought. Colloquium participants will discuss the consequences of specialization and explore a vision of the modern world through the lens of consilience.

PHIL 2306 Introduction to Ethics (3-0) (3 credits)
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.

(PHTC) Commercial Photography

PHTC 1311 Fundamentals of Photography
(2-4) (3 credits)
An introduction to camera operation and image production, composition, flash usage, and use of exposure meters and filters.

PHTC 1341 Color Photography I (2-2) (3 credits)
Examination of color theory as it applies to photography. Emphasis on color concepts and the intricacies of seeing and photographing in color. This course is offered in the Spring only.
Prerequisite: PHTC 2301 with a grade of "C" or better

PHTC 1345 Illustrative Photography I
(2-2) (3 credits)
Instruction in the technical aspects involved in commercial photography. Topics include lighting equipment, techniques of production photography, reproduction principles, illustrative techniques, and advertising.
Prerequisite: PHTC2301 with a grade of "C" or better

PHTC 2301 Intermediate Photography
(2-4) (3 credits)
Continuation of "Fundamentals of Photography". Emphasizes social, portrait, studio, fashion, theatrical, publicity, and event photography.
Prerequisite: PHTC 1311 with a grade of "C" or better

(PHYS) Physics

PHYS 1401 College Physics I (3-3) (4 credits)
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion,

mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving.
Prerequisites: MATH1314 and MATH1316 or MATH2412 with a grade of "C" or better

PHYS 1402 College Physics II (3-3) (4 credits)
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving.
Prerequisite: PHYS1401 with a grade of "C" or better

PHYS 1403 Stars and Galaxies (3-3) (4 credits)
Study of stars, galaxies, and the universe outside our solar system. An introduction to modern astronomy and basic observational techniques focusing on principles of stellar processes, types and evolution, galactic structures and cosmology and methods and techniques of modern astronomical observation.

PHYS 1404 Solar System (3-3) (4 credits)
Study of the sun and its solar system, including its origin. An introduction to historical and observational astronomy focusing specifically on the members of our solar system and on basic observation skills and knowledge.

PHYS 1405 Elementary Physics I (3-3) (4 credits)
Conceptual level survey of topics in Physics intended for liberal arts, elementary education and other non-science majors.

PHYS 2425 University Physics I (3-3) (4 credits)
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.
Prerequisite: MATH2413 with a grade of "C" or better

PHYS 2426 University Physics II (3-3) (4 credits)
Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.
Prerequisites: PHYS 2425 and MATH 2414 with a grade of "C" or better

(PLAB) Phlebotomy

PLAB 1223 Phlebotomy (1-4) (2 credits)
Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.
Prerequisite: Acceptance to program or permission of the department chair
Co-requisite: MLAB1201 and MLAB1415

(POFI) Information Processing/ Data Entry Technician

POFI 2340 Advanced Word Processing
(2-2) (3 credits)
Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency.
Prerequisite: ITSW1301 with a grade of "C" or better

(POFM) Medical Administrative/ Executive Assistant and Medical Secretary

POFM 1300 Basic Medical Coding (3-0) (3 credits)
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.
Prerequisite: HITT 1305 with a grade of "C" or better

POFM 1302 Medical Software Applications (2-2) (3 credits)
Medical software applications for the management and operation of health care information systems.
Prerequisites: POFM1317 and POFM1327 with a grade of "C" or better

POFM 1317 Medical Administrative Support (3-0) (3 credits)
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

POFM 1327 Medical Insurance (3-0) (3 credits)
Survey of medical insurance including the life cycle of various claim forms, terminology, patient relations, and legal and ethical issues.

POFM 2280 Cooperative Education-Medical Administrative/Executive Assistant and Medical Secretary (1-7) (2 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
Prerequisites: POFT1313 and POFM1302 with a grade of "C" or better

POFM 2310 Intermediate Medical Coding (3-0) (3 credits)
Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases.
Prerequisites: POFM 1327 and POFM 1300 with a grade of "C" or better

(POFT) Administrative Assistant/ Secretarial Science, General

POFT 1301 Business English (3-0) (3 credits)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

POFT 1313 Professional Workforce Preparation (3-0) (3 credits)
Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.
Prerequisites: POFM1317 and ITSW1301 with a grade of "C" or better

POFT 1321 Business Math (3-0) (3 credits)
Fundamentals of business mathematics including analytical and critical thinking skills.

(PSGT) Polysomnography

PSGT 1260 Clinical-Polysomnography (0-10) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Co-requisites: PSGT1310 and PSGT1300

PSGT 1300 Polysomnography I (1-2) (3 credits)
Introduction to polysomnographic technology. Includes terminology, instrumentation, patient safety, infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions.
Co-requisites: PSGT1260 and PSGT1310

PSGT 1310 Neuroanatomy & Physiology (3-0) (3 credits)
Basic neuroanatomy and physiology. Includes neurologic history, neurologic exam, and diagnostic tools applied to the study of various neurologic disorders.
Co-requisites: PSGT1260 and PSGT1300

PSGT 1360 Clinical-Polysomnography (0-14) (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: PSGT1260, PSGT2205 and PSGT2311 with a grade of "C" or better

PSGT 2205 Sleep Scoring & Staging (1-1) (2 credits)
Development of skills for sleep scoring, staging, and record preparation.
Prerequisite: PSGT1300 with a grade of "C" or better
Co-requisite: PSGT2311

PSGT 2311 Polysomnography II (1-2) (3 credits)
Current practices in polysomnography. Includes the use of specialized equipment used to record and monitor various physiological parameters involved with sleep testing. Emphasizes sleep disorders, theory of testing and treatment procedures, and analysis of polysomnography data.
Prerequisite: PSGT1300 with a grade of "C" or better
Co-requisite: PSGT2205

PSGT 2360 Clinical Polysomnography II
(0-14) (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: PSGT1260, PSGT2205 and PSGT2311 with a grade of "C" of better

(PSYC) Psychology

PSYC 2301 General Psychology (3-0) (3 credits)
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

PSYC 2306 Human Sexuality (3-0) (3 credits)
This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives _ biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as SOCI 2306)

PSYC 2314 Lifespan Growth & Development
(3-0) (3 credits)
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

PSYC 2319 Social Psychology (3-0) (3 credits)
Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (Cross-listed as SOCI 2326)

PSYC 2389 Academic Cooperative (3-3) (3 credits)
An instructional program designed to integrate on-campus study with applied experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior, social institutions and mental illnesses. Specifically PSYC 2389 will present special topics in personality disorders, psychological disorders, and interpersonal adjustment and problems.

(PTHA) Physical Therapist Technician/Assistant

PTHA 1225 Communication in Health Care
(1-2) (2 credits)
Communication theories and principles for optimal delivery of health care.
Pre-requisites: ENGL1301 and BIOL2401 with a grade of "C" or better
Co-requisites: PTHA1301, PTHA1305 and PTHA1413

PTHA 1266 Practicum (0-15) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisites: PTHA1321, PTHA1431, PTHA2201, PTHA2409 and PHIL2306 with a grade of "C" or better

PTHA 1301 The Profession of Physical Therapy
(3-1) (3 credits)
Introduction to the profession of physical therapy and the role of the physical therapist assistant.
Prerequisites: ENGL1301 and BIOL2401 with a grade of "C" or better
Co-requisites: PTHA1225, PTHA1305 and PTHA1413

PTHA 1305 Basic Patient Care Skills
(2-4) (4 credits)
The application of basic patient handling, functional skills, communication, and selected data collection techniques.
Prerequisites: ENGL1301 and BIOL2401 with a grade of "C" or better
Co-requisites: PTHA1225, PTHA1301 and PTHA1413

PTHA 1321 Pathophysiology (3-1) (3 credits)
Study of the pathophysiology of diseases/conditions encountered in physical therapy.
Prerequisites: PTHA1225, PTHA1301, PTHA1305, PTHA1413 and BIOL2402 with a grade of "C" or better
Co-requisites: PTHA1431, PTHA2201 and PTHA2409

PTHA 1413 Functional Anatomy (2-6) (4 credits)
The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement.
Prerequisites: ENGL1301 and BIOL2401 with a grade of "C" or better
Co-requisites: PTHA1301, PTHA1305 and PTHA1225

PTHA 1431 Physical Agents (3-4) (4 credits)
Biophysical principles, physiological effects, efficacy, and application of physical agents.

Prerequisites: PTHA1225, PTHA1301, PTHA1305, PTHA1413 and BIOL2402 with a grade of "C" or better
Co-requisites: PTHA2409, PTHA2201 and PTHA1321

PTHA 2201 Essentials of Data Collection (1-4) (2 credits)
Data collection techniques used to assist in patient/client management.
Prerequisites: PTHA1225, PTHA1301, PTHA1305, PTHA1413, and BIOL2402 with a grade of "C" or better
Co-requisites: PTHA2409, PTHA1431 and PTHA1321

PTHA 2205 Neurology (2-1) (2 credits)
Study of neuroanatomy and neurophysiology as it relates to neurological conditions.
Prerequisite: PTHA1266 with a grade of "C" or better
Co-requisites: PTHA2431 and PTHA2435

PTHA 2239 Professional Issues (2-0) (2 credits)
Discussion of professional issues and behaviors related to clinical practice; preparation for transition into the workforce.
Prerequisites: PSYC2314, PTHA2205, PTHA2431, PTHA2435 with a grade of "C" or better
Co-requisites: PTHA2266 and PTHA2267

PTHA 2266 Practicum (0-15) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisites: PSYC2314, PTHA2205, PTHA2431, PTHA2435, with a grade of "C" or better
Co-requisites: PTHA2239 and PTHA2267

PTHA 2267 Practicum (0-15) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisites: PSYC2314, PTHA2205, PTHA2431, PTHA2435 a grade of "C" or better
Co-requisites: PTHA2239 and PTHA2266

PTHA 2409 Therapeutic Exercise (3-5) (4 credits)
Concepts, principles, and application of techniques related to therapeutic exercise and functional training.
Prerequisites: PTHA1301, PTHA1305, PTHA1413 and BIOL2402 with a grade of "C" or better
Co-requisites: PTHA2201, PTHA1431 and PTHA1321

PTHA 2431 Management of Neurological Disorders (3-3) (4 credits)
Comprehensive rehabilitation techniques of selected neurological disorders.
Prerequisite: PTHA1266 with a grade of "C" or better
Co-requisites: PTHA2205 and PTHA2435

PTHA 2435 Rehabilitation Techniques (3-3) (4 credits)
Comprehensive rehabilitation of selected diseases and disorders.
Prerequisite: PTHA1266 with a grade of "C" or better
Co-requisites: PTHA2205 and PTHA2431

(RADR) Radiologic Technology/ Science

RADR 1201 Introduction to Radiology (2-0) (2 credits)
An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system.
Prerequisite: BIOL 2401 with a grade of "C" or better and Acceptance to Program
Co-requisites: RADR1266, RADR2309, RADR1303 and RADR1311

RADR 1203 Patient Care (1-2) (2 credits)
An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.
Prerequisite: Acceptance into the program and BIOL2401 with a grade of "C" or better
Co-requisite: RADR2309

RADR 1213 Principles of Radiographic Imaging I (2-0) (2 credits)
Radiographic image quality and the effects of exposure variables.
Prerequisites: RADR2309, RADR1303, RADR1311, RADR1201 and RADR1266 with a grade of "C" or better
Co-requisite: RADR1267

RADR 1266 Practicum I-Radiologic Technology/ Science-Radiographer (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: BIOL2401 with a grade of "C" or better and acceptance to program
Co-requisites: RADR1201, RADR1303, RADR1311 and RADR2309

RADR 1267 Practicum II-Radiologic Technology/ Science-Radiographer (0-16) (2 credits)
Practical, general workplace training supported by

an individualized learning plan developed by the employer, college, and student.
Prerequisites: RADR2309, RADR1303, RADR1311, RADR1201 and RADR1266 with a grade of "C" or better
Co-requisites: RADR2313, RADR1213 and RADR2301

RADR 1311 Basic Radiographic Procedures
(2-3) (3 credits)
An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.
Prerequisite: BIOL2401 with a grade of "C" or better and acceptance to program
Co-requisites: RADR2309, RADR1303, RADR1201, and RADR1266

RADR 1491 Special Topics in Medical Radiologic Technology (3-4) (4 credits)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

RADR 2167 Practicum VI-Radiologic Technology/ Science-Radiographer (0-10) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisites: RADR2367 and RADR2431 with a grade of "C" or better
Co-requisite: RADR2235

RADR 2205 Principles of Radiographic Imaging II
(1-2) (2 credits)
Radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production.
Prerequisites: RADR2266, RADR2233 and RADR2236 with a grade of "C" or better
Co-requisite: RADR2366

RADR 2217 Radiographic Pathology
(2-0) (2 credits)
Disease processes and their appearance on radiographic images.
Prerequisites: RADR2266, RADR2336 and RADR2233 with a grade of "C" or better
Co-requisite: RADR2366

RADR 2233 Advanced Medical Imaging
(2-0) (2 credits)
An exploration of specialized imaging modalities.
Prerequisites: RADR2313, RADR1213, RADR2301 and RADR1267 with a grade of "C" or better
Co-requisite: RADR2266

RADR 2235 Radiologic Technology Seminar
(2-0) (2 credits)
A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.
Prerequisites: RADR2367 and RADR2431 with a grade of "C" or better
Co-requisite: RADR2267

RADR 2236 Special Patient Applications
(2-0) (2 credits)
Advanced concepts of pediatrics, geriatrics, trauma, history documentation, and Electrocardiogram (ECG). Includes phlebotomy and venipuncture.
Prerequisites: RADR2313, RADR1213, RADR2301 and RADR1267 with a grade of C or better
Co-requisite: RADR2266

RADR 2266 Practicum III-Radiologic Technology/ Science-Radiographer (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisites: RADR2313, RADR1213, RADR2301 and RADR1267 with a grade of "C" or better
Co-requisites: RADR2336 and RADR2233

RADR 2301 Intermediate Radiographic Procedures
(2-3) (3 credits)
A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.
Prerequisites: RADR2309, RADR1303, RADR1311, RADR1201 and RADR1266 with grade of "C" or better
Co-requisite: RADR1267

RADR 2309 Radiographic Imaging Equipment
(3-0) (3 credits)
Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process.
Prerequisite: BIOL2401 with a grade of "C" or better and acceptance to program
Co-requisite: RADR1303, RADR1311, RADR 1201 and RADR1266

RADR 2313 Radiation Biology and Protection
(3-0) (3 credits)
Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods

for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.
Prerequisite: RADR2309, RADR1303, RADR1311, RADR1201 and RADR1266 with a grade of "C" or better
Co-requisite: RADR1267

RADR 2331 Advanced Radiographic Procedures (2-3) (3 credits)
Positioning and alignment of anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology.
Prerequisites: RADR2366, RADR2217 and RADR2205 with a grade of "C" or better
Co-requisite: RADR2367

RADR 2366 Practicum IV-Radiologic Technology/ Science-Radiographer (0-24) (3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: RADR2266, RADR2336 and RADR2233 with a grade of "C" or better
Co-requisite: RADR2217 and RADR2305

RADR 2367 Practicum V-Medical Radiologic Technology (0-24) (3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisites: RADR2366, RADR2305, and RADR2217 with a grade of "C" or better
Co-requisite: RADR2431

(READ) Developmental Reading

READ 0311 Developmental Reading I (3-1) (3 credits)
This course focuses on the development of reading and higher order thinking skills necessary for college readiness
Prerequisite: Appropriate Placements Scores
Note: For institutions offering more than one level, this course shall be used for lower level(s) only.

(RECL) Professional Tennis Management

RECL 1105 Summer Tennis Experience (1-0) (1 credit)
Designed to train students for their approved, tennis-related summer work which includes responsibility for a journal of activities and an evaluation of the work assignment.

RECL 1300 Scientific Approach to Tennis Teaching (3-0) (3 credits)
An analysis of tennis from a scientific viewpoint with information based on current research studies.
Co-requisite: RECL 1376

RECL 1301 Philosophy of Coaching (3-0) (3 credits)
Principles, methods, and materials related to the philosophy of coaching for becoming a professional tennis coach, proper coaching methods, fundamentals of tennis, and the philosophy of tennis.

RECL 1302 Individual Tennis Instruction (3-0) (3 credits)
A study of the fundamentals of tennis and tennis stroke instruction with detailed information on reasons and objectives explaining the participation of the individual in tennis and the understanding of procedure and application for private instruction as well as theory.

RECL 1303 Athletic Program Planning (3-0) (3 credits)
A study of planning, organizing, and conducting activities for athletic programs including promotion, special events, clinics, junior development, ladies days, ladders, tournaments, leagues, and social events as well as the construction of the overall program.

RECL 1304 Fitness and Motor Learning in Tennis (3-0) (3 credits)
Methods of assessing fitness and developing conditioning programs related to tennis. Includes proper nutrition, weight lifting, aerobic and anaerobic principles. Also explores proper methodology for teaching tennis skills for all levels of tennis players.

RECL 1376 Tennis Teaching Clinic I (0-15) (3 credits)
On-court teaching skills with an emphasis placed on individual lessons.
Co-requisite: RECL1300

RECL 1377 Tennis Teaching Clinic II (0-15) (3 credits)
Studies technical equipment such as teaching aids including ball machines, video recorder, audio recorder, and tennis stringing equipment with a continuation of on-court skills with an emphasis on group dynamics.
Co-requisite: RECL1302

RECL 2306 Sports Psychology (3-0) (3 credits)
A study of human behavior in sports performance. An emphasis placed on the science of sport psychology. Basic techniques of using motivation, behavior modification, visualization, relaxation training, and concentration will be discussed.

RECL 2307 Tennis Instruction Methodologies
(3-0) (3 credits)
Analysis of tennis teaching and coaching styles as reflected in published materials.

RECL 2338 United States Professional Tennis Association Exam Review (3-0) (3 credits)
A preparation for the United States Professional Tennis Association Exam, including a review of all five components.

RECL 2375 Tennis Teaching Clinic III
(0-15) (3 credits)
Emphasis placed on the organization, planning, and performance of group lessons with a continuation of court skills as well as emphasis on personal playing skills.

RECL 2376 Tennis Teaching Clinic IV
(0-15) (3 credits)
A survey of teaching opportunities at various clubs. Students will contribute to creative and innovative lessons and programming as well as a continuation of playing skills and off-court procedures of the tennis profession.

(RELE) Real Estate

RELE 1200 Contract Forms and Addenda
(2-0) (2 credits)
Promulgated Contract Forms, shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated and approved forms, commission rules governing use forms and case studies involving use of forms.

RELE 1211 Laws of Contracts (2-0) (2 credits)
Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, and owner disclosure requirements.

RELE 1219 Real Estate Finance (2-0) (2 credits)
Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency.

RELE 1325 Real Estate Mathematics
(3-0) (3 credits)
Basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration, and estimation of closing statements.

RELE 1406 Principals of Real Estate
(4-0) (4 credits)
A complete overview of licensing as a broker or salesperson. Includes ethics of practice as a license holder; titles to and conveyance of real estate; legal descriptions, deeds, encumbrances and liens; distinctions between personal and real property; appraisal, finance and regulations; closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills the 4 semester hours of Principles of Real Estate required for the salesperson license.

RELE 2201 Law of Agency (2-0) (2 credits)
Law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of an agency.

RELE 2388 Internship - Real Estate (3-0) (3 credits)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisit(s): RELE1325, RELE1219, RELE2201 (or concurrent enrollment), RELE1406, RELE1211 and RELE1200 with a grade of "C" or better

(RISE) Retention Intensive Success Experiences

RISE 300 Life Management (3-0) (3 credits)
This course is required of any student who is on Academic Suspension. Choices, Challenges, and Changes: This course focuses on critical thinking processes that promote positive self-awareness and personal achievement. Topics may include: self-regulation, goal-setting, motivation, and time management

(RNSG) Nursing

RNSG 1125 Professional Nursing Concepts I
(1-0) (1 credit)
Introduction to professional nursing concepts and exemplars within the professional nursing roles: Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. Content includes clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, informatics, patient-centered care, patient education, professionalism, safety, and team/collaboration. Emphasizes role development of the professional nurse. This course lends itself to a concept-based

approach.
Prerequisite: Admission into the ADN program
Co-requisites: RNSG1216, RNSG1128, RNSG1430, RNSG1161

RNSG 1126 Professional Nursing Concepts II (1-0) (1 credit)
Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, communication, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and team/collaboration through exemplars presented in the HCC course. Introduces concept of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach.
Co-requisites: RNSG1533 and RNSG2362

RNSG 1128 Introduction to Health Care Concepts (1-0) (1 credit)
An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolyte balance, immunity, gas exchange, perfusion, metabolism, coping and tissue integrity.
Prerequisites: Admissions into the ADN program
Co-requisites: RNSG1216, RNSG1430, RNSG1125, RNSG1161

RNSG 1137 Professional Nursing Concepts III (1-0) (1 credit)
Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and team/collaboration. Introduces the concept of quality improvement and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.
Co-requisite: RNSG1538, RNSG2363

RNSG 1161 Clinical I- Registered Nursing/ Registered Nurse (0-4) (1 credit)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Prerequisite: Admission to the ADN program
Co-requisites: RNSG1125, RNSG1430, RNSG1128, RNSG1216

RNSG 1162 Clinical II-Registered Nursing/ Registered Nurse (0-3) (1 credit)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Co-requisites: RNSG1170, RNSG1172, and RNSG2371

RNSG 1163 Clinical III-Registered Nursing/ Registered Nurse (0-3) (1 credit)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Co-requisites: RNSG1170, RNSG1172, RNSG2371

RNSG 1170 Introduction to Health Care Concepts (1-0) (1 credit)
An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolyte balance, immunity, gas exchange, perfusion, metabolism, coping and tissue integrity.
Prerequisite: Current LVN license & Acceptance into the LVN-RN Transition Program
Co-requisites: RNSG1163, RNSG1172, and RNSG1324

RNSG 1172 Professional Nursing Competencies (0-4) (1 credit)
Development of professional nursing competencies in the care of diverse patients throughout the lifespan. Emphasizes psycho-motor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach.
Prerequisite: Current LVN license & acceptance into the LVN-RN transition program
Co-requisites: RNSG1170, RNSG1324, and RNSG1163

RNSG 1216 Professional Nursing Competencies (0-8) (2 credits)
Development of professional nursing competencies in the care of diverse patients throughout the lifespan. Emphasizes psycho-motor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolyte balance, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, tissue integrity, thermo regulation, communication, patient education, professionalism, and ethical/legal precepts. Includes health assessment and medication administration. This course lends itself to a concept-based approach.
Co-requisites: RNSG1161, RNSG1125, RNSG1128, and RNSG1430

RNSG 1324 Concept-Based Transitional to Professional Nursing Practice (2-4) (3 credits)
Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermo-regulation, tissue integrity, acid-base balance, clotting, cognition , fluid and electrolyte balance, gas exchange, immunity, metabolism, nutrition, end of life, grief and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, informatics, patient-centered care, patient education, professionalism, safety, and team/collaboration.
Prerequisites: Current LVN license & Acceptance into the LVN-RN Transition Program
Co-requisites: RNSG 1172, RNSG1170, and RNSG1163

RNSG 1430 Health Care Concepts I (3-4) (4 credits)
In-depth coverage of foundational health care concepts with application through selected exemplars. Concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, thermoregulation, end-of-life, grief, and tissue integrity. Emphasizes development of clinical judgment skills in the beginning nurse. This course lends itself to a concept-based approach.
Co-requisites: RNSG1216, RNSG1128, RNSG1125, and RNSG1161

RNSG 1533 Health Care Concepts II (4-4) (5 credits)
In-depth coverage of health care concepts with application through selected exemplars. Concepts include acid-base balance, coping, clotting, cognition, fluid and electrolytes, gas exchange, immunity, metabolism, nutrition, comfort, and perfusion. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept-based approach.
Co-requisites: RNSG1126 and RNSG2362

RNSG 1538 Health Care Concepts III (4-4) (5 credits)
In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. This course lends itself to a concept-based approach.
Co-requisites: RNSG1137 and RNSG2363

RNSG 2138 Professional Nursing Concepts IV (1-1) (1 credit)
Integration of professional nursing concepts and exemplars within the professional nursing role. Synthesizes concepts of clinical judgment, ethical-legal, evidence-based practice, leadership and management, patient-centered care, professionalism, safety, and team/collaboration through exemplars presented in the HCC course. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. The course lends itself to a concept-based approach.
Co-requisites: RNSG2360 and RNSG2539

RNSG 2360 Clinical IV-Registered Nursing/ Registered Nurse (0-12) (3 credits)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor, generally in a clinical setting. Clinical education is an unpaid learning experience.
Co-requisites: RNSG2138 and RNSG2539

RNSG 2362 Clinical II-Registered Nursing/ Registered Nurse (0-12) (3 credits)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously

related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Co-requisites: RNSG2172 and RNSG2572

RNSG 2363 Clinical III-Registered Nursing/ Registered Nurse (0-12) (3 credits)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Co-requisites: RNSG1538 and RNSG1137

RNSG 2539 Health Care Concepts IV
(4-4) (5 credits)
In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, coping, tissue integrity, and interpersonal relationships. Provides continuing development of clinical judgment with integration of all program concepts. The course lends itself to a concept-based approach.
Co-requisites: RNSG2138 and RNSG2360

(RSPT) Respiratory Care

RSPT 1101 Introduction to Respiratory Care
(1-0) (1 credit)
An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation (CPR).

RSPT 1166 Practicum-Respiratory Care Therapy/ Therapist (0-7) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisites: BIOL2401 and CHEM1406 with a grade of "C" or better
Co-requisite: RSPT1329

RSPT 1227 Applied Physics for Respiratory Care
(2-1) (2 credits)
Review of the theoretical and practical applications of mathematics and physics with focus on the applicability and clinical utility of the modalities, techniques, procedures, equipment, and diagnostic tests utilized in respiratory care.

RSPT 1266 Practicum I-Respiratory Care Therapy/ Therapist (0-14) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.
Co-requisite: RSPT1329

RSPT 1267 Practicum II-Respiratory Care Therapy/ Therapist (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.
Co-requisites: RSPT1331 and RSPT2414

RSPT 1307 Cardiopulmonary Anatomy and Physiology (3-0) (3 credits)
Anatomy and physiology of the cardiovascular and pulmonary systems.

RSPT 1329 Respiratory Care Fundamentals I
(2-3) (3 credits)
Provides an introduction to the knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, and humidity/aerosol therapy.
Co-requisite: RSPT1266

RSPT 1331 Respiratory Care Fundamentals II
(2-3) (3 credits)
Provides a continuation of knowledge and skills for respiratory care including lung expansion therapy, bronchial hygiene therapy, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques and blood gas analysis and interpretation.
Co-requisite: RSPT1267

RSPT 2135 Pediatric Advanced Life Support
(1-2) (1 credit)
A comprehensive course designed to develop the skills for resuscitation of the infant and child. Includes strategies for preventing cardiopulmonary arrest and identification of high risk infants and children. May include certification.

RSPT 2139 Advanced Cardiac Life Support
(1-2) (1 credit)
Advanced Cardiac Life Support (ACLS) with an emphasis on airway management. Designed to develop skills for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification.
Co-requisite: RSPT2267

RSPT 2147 Specialties in Respiratory Care
(1-1) (1 credit)
Emerging and specialty practices in respiratory care.

RSPT 2154 Neonatal Resuscitation Program (1-1) (1 credit)
Comprehensive course designed to develop the skills for resuscitation of the neonate. Includes strategies for treatment of cardiopulmonary arrest and identification of high-risk neonates. Includes NRP certification American Academy of Pediatrics (AAP).

RSPT 2210 Cardiopulmonary Disease (2-0) (2 credits)
Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.
Prerequisite: RSPT1307 with a grade of "C" or better

RSPT 2217 Respiratory Care Pharmacology (2-0) (2 credits)
A study of drugs that affect cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions.

RSPT 2266 Practicum III-Respiratory Care Therapy/Therapist (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.

RSPT 2267 Practicum IV-Respiratory Care Therapy/Therapist (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.
Co-requisite: RSPT2239

RSPT 2310 Cardiopulmonary Disease (3-0) (3 credits)
Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.

RSPT 2317 Respiratory Care Pharmacology (3-0) (3 credits)
A study of drugs that affect cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions.

RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care (2-3) (3 credits)
A study of acute care, monitoring, and management as applied to the neonatal and pediatric patient.

RSPT 2414 Mechanical Ventilation (3-4) (4 credits)
The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Includes indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilator support.
Co-requisite: RSPT 1267

RSPT 2425 Cardiopulmonary Diagnostics (3-4) (4 credits)
A study of physical, radiological, hemodynamic, laboratory, nutritional, and cardiopulmonary diagnostic assessments.

(RTVB) Radio and Television Broadcasting

RTVB 1345 Broadcast Engineering (2-2) (3 credits)
Engineering video productions including the basic alignment/adjustment of cameras, test equipment, storage devices, and other studio equipment. Basic system design and construction. Examines digital standards for broadcast, cable, satellite, and network distribution.

RTVB 2330 Film and Video Editing (2-2) (3 credits)
Film and broadcast editing for the preparation and completion of shorts, trailers, documentaries, and features.

RTVB 2339 Broadcast Sales (3-0) (3 credits)
Instruction in sales methods, audience measurement, demographics, station promotion, and public relations.

RTVB 2351 Programming for Radio and TV (3-0) (3 credits)
Analysis of radio station formats and television scheduling and programming. Examination of the influence of audience response and market conditions on programming for radio, television, cable, and emerging media.

RTVB 2386 Internship-Radio & Television (0-9) (3 credits)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite(s): Last semester of study in the Multimedia Marketing and Production program or consent of instructor

(SCIT) Science and Technology

SCIT 1307 Applied Human Anatomy and Physiology I (3-0) (3 credits)
An applied systematic study of the structure and function of the human body. Includes anatomical terminology, cells, tissues, and the following systems: integumentary, skeletal, muscular, nervous, and endocrine. Emphasis on homeostasis.

SCIT 1308 Applied Human Anatomy and Physiology II (3-0) (3 credits)
A continuation of Applied Human Anatomy and Physiology I. The following body systems are included: digestive, respiratory, cardiovascular, lymphatic/immune, renal/excretory, and reproductive. Emphasis is on homeostasis.

SCIT 1407 Applied Human Anatomy and Physiology I (3-3) (4 credits)
An applied systematic study of the structure and function of the human body. Includes anatomical terminology, cells, tissues, and the following systems: integumentary, skeletal, muscular, nervous, and endocrine. Emphasis on homeostasis.

SCIT 1408 Applied Human Anatomy and Physiology II (3-3) (4 credits)
A continuation of Applied Human Anatomy and Physiology I. The following body systems are included: digestive, respiratory, cardiovascular, lymphatic/immune, renal/excretory, and reproductive. Emphasis is on homeostasis.
Prerequisite: SCIT1407

(SGNL) American Sign Language

SGNL 1401 Beginning American Sign Language I (3-2) (4 credits)
Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.

SGNL 1402 Beginning American Sign Language II (3-2) (4 credits)
Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.
Prerequisite: SGNL1401 with a grade of "C" or better

SGNL 2301 Intermediate American Sign Language I (2-3) (3 credits)
Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore.
Prerequisite: SGNL1402 with a grade of "C" or better

SGNL 2302 Intermediate American Sign Language II (2-3) (3 credits)
Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore.
Prerequisite: SGNL2301 with a grade of "C" or better

(SLNG) Sign Language Interpreter

SLNG 1211 Fingerspelling and Numbers (1-3) (2 credits)
Development of expressive and receptive skills in fingerspelling and numbers. Receptive skills focus on whole word phrase recognition and fingerspelling/number comprehension in context. Expressive skills focus on the development of speed, clarity, and fluency.
Prerequisite: SGNL 1402 with a grade of "C" or better

SLNG 1215 Visual/Gestural Communication (1-3) (2 credits)
Development of skills in non-verbal communications. Emphasizes the use and understanding of facial expression, gestures, pantomime, and body language.

SLNG 1307 Intra-Lingual Skills Development for Interpreters (3-1) (3 credits)
Development of intra-lingual (English to English) skills necessary for future development of interlingual (English to American Sign Language [ASL]/ASL to English) skills. Focus on linguistic and cognitive skills development in areas of paraphrasing, summarizing, main idea identification, comprehension, memory, delayed repetition, multitasking, vocabulary, and cultural literacy.
Prerequisites: ENGL1301 and SGNL1401 with a grade of "C" or better

SLNG 1321 Introduction to the Interpreting Profession (3-0) (3 credits)
An overview of the field of American Sign Language (ASL)/English interpretation. Provides a historical framework for the current principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.
Prerequisite: ENGL1301 and SGNL1401 with a grade of "C" or better

SLNG 1347 Deaf Culture (3-0) (3 credits)
Historical and contemporary perspective of American Deaf culture using a sociocultural model. Includes cultural identity and awareness, values, group norms, communication, language, and significant contributions made by D/deaf people to the world.
Prerequisites: ENGL1301 and SGNL2302 with a grade of "C" or better

SLNG 1350 Sign-To-Voice (2-4) (3 credits)
Skill development in interpreting and transliterating

from American Sign Language and other modes of communication to English and analysis of increasingly complex tasks utilizing simulated interpreting experiences including skills analysis and peer evaluation.
Prerequisites: SLNG2301 and SGNL2302 with a grade of "C" or better or permission by the department chair

SLNG 1391 Special Topics in Sign Language Interpreting-Interpreting Seminar (2-3) (3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
Prerequisite: SLNG2301, SLNG2302 with a grade of "C" or better or permission from department chair

SLNG 2266 Practicum-Sign Language Interpretation and Translation (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisites: SLNG1402 with "C" or better
Co-requisite: SGNL2331, SLNG 1350

SLNG 2301 Interpreting I (2-3) (3 credits)
An overview of the interpreting process and models of interpretation. Introduces the skills necessary to achieve dynamic message equivalence in interpreting American Sign Language (ASL) to English and English to ASL.
Prerequisites: SGNL2301, SLNG1307 and SLNG1321 with a grade of "C" or better
Co-requisite: SGNL2302

SLNG 2302 Interpreting II (2-4) (3 credits)
Continued development of discourse analysis and interpreting skills for increasingly complex tasks. Utilization of consecutive and simultaneous interpreting scenarios including monologues and dialogues. Emphasizes skill development, self-analysis, and peer evaluation.
Prerequisite: SLNG2301 and SGNL2302 with a grade of "C" or better

SLNG 2303 Transliterating (2-4) (3 credits)
A practice-oriented course designed to develop skills necessary for rendering spoken English to a signed English format and signed English to spoken English.
Prerequisite: SLNG2301 and SGNL2302 with a grade of "C" or better

SLNG 2331 Interpreting III (2-4) (3 credits)
A practice-oriented course to strengthen skills in the integration and application of interpreting using complex source materials. Continued exposure to simulated interpreting/transliterating experiences.
Prerequisites: SLNG2302 and pass mid-program evaluation with a grade of "C" or better

SLNG 2334 American Sign Language (ASL) V (2-3) (3 credits)
Development of proficiency in ASL. Includes instruction in semantic and grammatical accuracy and appropriate discourse strategies in a variety of communication contexts.
Prerequisite: SGNL2302 with a grade of "C" or better

(SOCI) Sociology

SOCI 1301 Introductory Sociology (3-0) (3 credits)
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

SOCI 1306 Social Problems (3-0) (3 credits)
Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

SOCI 2289 Honors Capstone Seminar (2-1) (2 credits)
An interdisciplinary instructional program designed to integrate on-campus study with practical hands-on work experience across the various disciplines. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions as these interface with a theoretical or research goal of the student's choosing. Outside of seminar meetings, student will work independently with an honors faculty member toward an Honors Capstone research project in their discipline.

SOCI 2301 Marriage and Family (3-0) (3 credits)
Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

SOCI 2319 Minority Studies (3-0) (3 credits)
This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

SOCI 2340 Drug Use and Abuse (3-0) (3 credits)
Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. (Cross-listed as PHED1165 and PHED 1346)

(SOCW) Social Work

SOCW 2361 Introduction to Social Work (3-0) (3 credits)
Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

SOCW 2362 Social Welfare as a Social Institution (3-0) (3 credits)
Introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives.

(SPAN) Spanish Language

SPAN 1300 Beginning Spanish Conversation I (3-0) (3 credits)
Basic practice in comprehension and production of the spoken language.

SPAN 1411 Beginning Spanish I (3-2) (4 credits)
Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

SPAN 1412 Beginning Spanish II (3-2) (4 credits)
Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.
Prerequisite: SPAN1411 with a grade of "C" or better or equivalent

SPAN 2311 Intermediate Spanish I (3-0) (3 credits)
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish speaking world.
Prerequisite: SPAN1412 with a grade of "C" or better

SPAN 2312 Intermediate Spanish II (3-0) (3 credits)
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish speaking world.
Prerequisite: SPAN2311 with a grade of "C" or better

(SPCH) Speech

SPCH 1144 Forensic Activities I (0-3) (1 credit)
Laboratory experience for students who participate in forensics activities.

SPCH 1145 Forensic Activities II (0-3) (1 credit)
Laboratory experience for students who participate in forensics activities.

SPCH 1311 Introduction to Speech Communications (3-0) (3 credits)
Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

SPCH 1315 Public Speaking (3-0) (3 credits)
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

SPCH 1318 Interpersonal Communication (3-0) (3 credits)
Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

SPCH 1321 Business and Professional Communication (3-0) (3 credits)
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

SPCH 1342 Voice & Diction (3-0) (3 credits)
Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation. Credit cannot be granted for both SPCH1342 and DRAM2336.

SPCH 2144 Forensic Activities III (0-3) (1 credit)
Laboratory experience for students who participate in forensics activities.

SPCH 2145 Forensic Activities IV (0-3) (1 credit)
Laboratory experience for students who participate in forensics activities.

SPCH 2333 Discussion and Small Group Communication (3-0) (3 credits)
Discussion and small group theories and techniques as they relate to group process and interaction.

SPCH 2341 Oral Interpretation (3-0) (3 credits)
Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms.

(SRGT) Surgical Technology

SRGT 1266 Practicum I-Surgical Technology/ Technologist (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

SRGT 1405 Introduction to Surgical Technology (3-2) (4 credits)
Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts.
Prerequisite: HITT1305 and BIOL2404 with a grade of "C" or better

SRGT 1409 Fundamentals of Perioperative Concepts and Techniques (3-2) (4 credits)
In-depth coverage of perioperative concepts such as aseptic/sterile principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field.
Prerequisite: HITT1305 and BIOL2404 with a grade of "C" or better

SRGT 1541 Surgical Procedures I (3-6) (5 credits)
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, otorhinolaryngology, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.
Prerequisites: HITT1305, BIOL2404 or BIOL2401 and BIOL2402 with a grade of "C" or better
Co-requisites: SRGT1405, SRGT1409 and SRGT1266

SRGT 1542 Surgical Procedures II (3-6) (5 credits)
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive , ophthalmology, oral/maxillofacial, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.
Prerequisites: SRGT1405, SRGT1409, SRGT1541 and SRGT1266 with a grade of "C" or better
Co-requisite: SRGT2466

SRGT 2466 Practicum II-Surgical Technology/ Technologist (0-28) (4 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

(SRVY) Survey Technology/ Surveying

SRVY 1301 Introduction to Surveying (3-0) (3 credits)
An overview of the surveying profession. The history of surveying and its impact on the world. Review of the mathematics used in surveying. Introduction to basic surveying equipment with emphasis on measurements. Instruction on surveying procedures and the limitation of errors. Calculation to determine precision and error of closure.
Co-requisites: SRVY1309 and SRVY1315

SRVY 1309 Surveying Measurement (2-2) (3 credits)
An introductory course covering the equipment and hardware of the profession necessary to measure horizontal and vertical distances, in accordance with prevailing and applicable professional standards, e.g., standards of the National Geodetic Survey, state and local statutes and regulations, professional standards, such as the Texas Society of Professional Surveyors.
Co-requisites: SRVY1301 and SRVY1315

SRVY 1315 Surveying Calculations (3-0) (3 credits)
Review and application of mathematics used in

surveying and mapping.
Co-requisites: SRVY1301 and SRVY1309

SRVY 1335 Land Surveying Applications
(2-2) (3 credits)
Structured experience with the equipment, techniques and hardware necessary to measure horizontal and vertical angles and distances used in surveying.
Co-requisite: SRVY1341

SRVY 1341 Land Surveying (3-0) (3 credits)
A study of the measurement and determination of boundaries, areas, shapes, location through traversing techniques. Instruction in a variety of adjustment methods using programmed and non-programmed hand-held calculators and computers. Methods of traversing and adjustment of errors according to prevailing and applicable professional standards.
Prerequisites: MATH1316 or concurrent enrollment and SRVY1301 with a grade of "C" or better
Co-requisite: SRVY1335

SRVY 2305 Geographic Information Systems Applications (2-2) (3 credits)
A hands-on course with computer applications providing additional conceptual understanding of geographic information systems and practical applications using a variety of Geographic Information System software.
Co-requisites: SRVY2331 and SRVY2335

SRVY 2309 Computer Aided Mapping
(2-2) (3 credits)
Production of survey maps using appropriate computer aided drafting software. Includes plats, civil engineering design drawings and topographic maps.
Co-requisites: SRVY1335 and SRVY1341

SRVY 2331 Geodetic Surveying and Mapping
(3-0) (3 credits)
A study of field astronomy, Polaris and solar observations, State Plane Coordinate Systems, and Global Positioning System.
Prerequisite: SRVY1341 with a grade of "C" or better
Co-requisite: SRVY2335

SRVY 2335 Geodetic Surveying and Mapping Applications
(2-2) (3 credits)
Emphasis on the field techniques of making astronomic observations, recovering control monuments, setting control monuments, and the planning and use of Global Positioning System receivers in data collection.
Co-requisite: SRVY2331

SRVY 2339 Engineering Design Surveying
(3-0) (3 credits)
A study of the theory and field methods of surveying alignments, to include highway routes, pipelines, utility and waterway construction, transmission lines and site stakeout, including the study of horizontal circular curves, parabolic curves, areas, and earthwork volumes.
Prerequisites: SRVY2331 with a grade of "C" or better
Co-requisite: SRVY2341

SRVY 2341 Engineering Design Surveying Lab
(2-2) (3 credits)
The companion lab for Engineering Design Surveying. Emphasis on field methods of surveying alignments.
Co-requisite: SRVY2339

SRVY 2343 Surveying-Legal Principles I
(3-0) (3 credits)
The study of location, conveyance, ownership and transfer of real property under the laws of the State of Texas. Emphasis on the history of disposition of public land, interpreting written descriptions, dignity of calls and evidence, record search of public and private land records and preparation of a deed record sketch.
Prerequisite: SRVY1341 with a grade of "C" or better

SRVY 2344 Surveying-Legal Principles II
(3-0) (3 credits)
An advanced course in legal principles, retracement and boundary location with application of legal principles and Rules of Construction; writing survey reports and property descriptions; and a review of boundary law cases.
Prerequisite: SRVY2343 with a grade of "C" or better

SRVY 2386 Internship-Survey Technology/ Surveying (0-9) (3 credits)
An advanced work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Pratical experience is simultaneously related to theory. Direct supervision is provided by the workplace supervisor.

(TECM) Applied Mathematics

TECM 1303 Technical Calculations (3-0) (3 credits)
Specific mathematical calculations required by business, industry, and health occupations.

(VNSG) Licensed Practical/ Vocational Nurse Training

VNSG 1119 Leadership and Professional Development (1-0) (1 credit)
Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402 with a grade of "C" or better; successful completion of all first-level VNSG courses
Co-requisites: VNSG1361 and VNSG2410

VNSG 1201 Mental Health and Mental Illness (2-0) (2 credits)
Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402; successful completion of all first-level VNSG courses with a grade of "C" or better
Co-requisites: VNSG1230, VNSG1262, VNSG1334, VNSG1409, VNSG2161 and VNSG2431

VNSG 1204 Foundation of Nursing (2-0) (2 credits)
Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402 with a grade of "C" or better
Co-requisites: VNSG1227, VNSG1231, VNSG1260, VNSG1323, VNSG1329 and VNSG1400

VNSG 1227 Essentials of Medication Administration (2-1) (2 credits)
General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402 with a grade of "C" or better
Co-requisites: VNSG1204, VNSG1231, VNSG1260, VNSG1323, VNSG1329 and VNSG1400

VNSG 1230 Maternal-Neonatal Nursing (2-0) (2 credits)
A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402; successful completion of all first-level VNSG program courses with a grade of "C" or better
Co-requisites: VNSG 1201, VNSG1262, VNSG1334, VNSG1409, VNSG2161, and VNSG2431

VNSG 1231 Pharmacology (2-1) (2 credits)
Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402 with a grade of "C" or better
Co-requisites: VNSG1204, VNSG1227, VNSG1260, VNSG1323, VNSG1329 and VNSG1400

VNSG 1260 Clinical I-Licensed Practical/ Vocational Nurse Training (0-12) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course involves direct patient care for mastery of nursing skills and competencies performed in a variety of health care settings.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402 with a grade of "C" or better
Co-requisites: VNSG1204, VNSG1231, VNSG1227, VNSG1323, VNSG1329 and VNSG1400

VNSG 1262 Clinical II-Licensed Practical/ Vocational Nurse Training (0-12) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course involves direct patient care for mastery of nursing skills and competencies performed in a variety of health care settings with a focus on acute care.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402; successful completion of all first-level VNSG courses with a grade of "C" or better
Co-requisites: VNSG1230, VNSG1231, VNSG1334, VNSG1409, VNSG2161, and VNSG2431

VNSG 1323 Basic Nursing Skills (2-3) (3 credits)
Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.
Prerequisites: BIOL2404 or BIOL2401 and

BIOL2402 with a grade of "C" or better
Co-requisites: VNSG1201, VNSG1204, VNSG1227, VNSG1260, VNSG1329, and VNSG1400

VNSG 1329 Medical-Surgical Nursing I (3-0) (3 credits)
Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402 with a grade of "C" or better
Co-requisites: VNSG1204, VNSG1227, VNSG1231, VNSG1260, VNSG1323 and VNSG1400

VNSG 1334 Pediatrics (3-1) (3 credits)
Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.

VNSG 1361 Clinical III-Licensed Practical/ Vocational Nurse Training (0-16) (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402 successful completion of all first and second level VNSG program courses with a grade of "C" or better
Co-requisites: VNSG1119 and VNSG2410

VNSG 1400 Nursing in Health and Illness I (4-1) (4 credits)
Introduction to general principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing interventions.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402; successful completion of all first-level VNSG program courses with a grade of "C" or better
Co-requisites: VNSG1204, VNSG1227, VNSG1231, VNSG1260, VNSG1323 and VNSG1329

VNSG 1409 Nursing in Health and Illness II (4-1) (4 credits)
Introduction to health problems requiring medical and surgical interventions.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402; successful completion of all first-level VNSG program courses with a grade of "C" or better
Co-requisites: VNSG1201, VNSG1230, VNSG1262, VNSG1334, VNSG2161 and VNSG2431

VNSG 2161 Clinical III (0-4) (1 credit)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course involves the clinical learning experiences in pediatric, maternal, and newborn care settings.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402; successful completion of all first-level VNSG courses with a grade of "C" or better
Co-requisites: VNSG1201, VNSG1230, VNSG 1262, VNSG1334, VNSG1409 and VNSG2431

VNSG 2431 Advanced Nursing Skills (3-3) (4 credits)
Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.
Prerequisites: BIOL2404 or BIOL2401 and BIOL2402; successful completion of all first-level VNSG courses with a grade of "C" or better
Co-requisites: VNSG1201, VNSG1230, VNSG1262, VNSG1334, VNSG1409 and VNSG2161

VNSG 2410 Nursing in Health and Illness III (4-1) (4 credits)
Continuation of Nursing in Health and Illness II. Further study of medical-surgical health problems of the patient including concepts such as mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.
Prerequisite(s): VNSG1409 with a grade of "C" or better
Co-requisite(s): VNSG1119

(WLDG) Welder/Welding Technology

WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting (1-4) (2 credits)
Oxy-fuel welding and cutting equipment. Includes equipment safety, setup, and maintenance.
Co-requisite(s): WLDG1428 and WLDG1313

WLDG 1307 Introduction to Welding Using Multiple Processes (2-4) (3 credits)
Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW).

WLDG 1312 Introduction to Flux-Cored Arc Welding (FCAW) (2-4) (3 credits)
An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints,

lap joints, and butt joints using Flux Cored Arc Welding(FCAW) equipment.

WLDG 1313 Introduction to Blueprint Reading for Welders (3-0) (3 credits)
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

WLDG 1317 Introduction to Layout and Fabrication (3-0) (3 credits)
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.
Prerequisite: WLDG1313 with a grade of "C" or better
Co-requisites: WLDG2443 and WLDG1430

WLDG 1327 Welding Codes and Standards (2-2) (3 credits)
An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.
Prerequisite: Department chair approval

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) (2-6) (4 credits)
An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW) (2-6) (4 credits)
Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW) (2-6) (4 credits)
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.

WLDG 1435 Introduction to Pipe Welding (2-6) (4 credits)
An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.
Prerequisite: WLDG1428 with a grade of "C" or better

WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) (2-6) (4 credits)
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.
Prerequisite: WLDG1428 with a grade of "C" or better

WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW) (2-6) (4 credits)
Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions and directions.
Prerequisite: WLDG1430 with a grade of "C" or better

WLDG 2453 Advanced Pipe Welding (2-6) (4 credits)
Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.
Prerequisite: WLDG1435 with a grade of "C" or better

(WRIT) Developmental Writing

WRIT 0311 Developmental Writing I (3-1) (3 credits)
This course focuses on the development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English.
Note: For institutions offering more than one level, this course shall be used for lower level(s) only

Who We Are

Executive Officers

Metke, L. Michael
President
Certificate, Fox Valley Technical College
B.A., M.A., University of Wisconsin at Oshkosh
Ed.D., University of Houston

Mejia, Juan E.
Provost and Vice President of Academic and Student Affairs
Certificate, Texas State Technical College
B.S., Texas A&M University - Corpus Christi
M.Ed., Ed.D., Texas A&M University at Kingsville

Van Cleef, Sarah E.
Vice President of Financial and Administrative Affairs, Chief Financial Officer
B.S., University of Houston at Clear Lake
M.B.A., University of Texas at Tyler
Certified Public Accountant, State of Texas

Administrative Staff

Adams, Jan
Director, Academic Advising
A.A., Tyler Junior College
B.B.A., M.S., University of Texas at Tyler

Anderson, Billie F.
Division Director, Academic Resources
B.S., M.Ed., University of Texas at Tyler

Andrews, Dennis Mitch
Executive Director, Advancement and Alumni Engagement
A.A., Tyler Junior College
B.F.A., University of Mississippi

Baggett, Danna L.
Director, Tutoring Services
B.S., University of Texas at Tyler

Besch, Richard W.
Executive Director, Information Technology
B.B.A., M.B.A., M.Ed., Angelo State University

Bower, Judie D.
Director, Sales/Marketing and Program Development, Continuing Education
A.A., Tyler Junior College
B.B.A., Texas A&M University

Boyd, Jeremy L.
Enrollment Support Manager
B.S., Stephen F Austin State University

Brown, Shelby D.
Director, Advancement Operations and Annual Giving
B.B.A., Angelo State University

Cagle, DeVonne
Manager, Benefits and Compensation

Caruso, Michael M.
Director, Campus Services
B.A., M.B.A., Philadelphia University

Chancey, Janna L.
Dean, Enrollment Management
B.F.A., Sam Houston State University
M.S., University of Texas at Tyler

Clark, Julie A.
Manager, Records and Compliance
A.A., Tyler Junior College

Craver, Ken
Director, Distance Education
A.S., Kilgore College
B.A., Texas A&M University
M.S., Stephen F Austin State University

Davis, Nancy P.
Foundation Accountant
A.A., Tyler Junior College
B.B.A., Baylor University

Drain, Timothy S.
Assistant Vice President of Athletics and Student Life
B.S., M.S., Ph.D., Texas A&M University

Dyson, Candice K.
Outreach Services Librarian
B.G.S., University of Texas at Tyler
M.L.S., Sam Houston State University

Elder, Thomas W.
Director, Academic Services/Registrar
A.A.S., Texarkana College
B.S., University of Texas at Tyler
M.S., Texas A&M University at Texarkana

Fowler, Samuel Kevin
Executive Director, Human Resources
A.S., Trinity Valley Community College
B.B.A., Texas A&M at Commerce
M.S., University of Texas at Tyler

Fraser, Donald L.
Director, Alumni Affairs
B.S., Principia College
M.B.A., Grand Canyon University

Garrett, Molly M.
Manager, Financial Aid
B.S., M.S., University of Texas at Tyler

Green, Teressa
Database Administrator, Information Technology
A.A.S., Tyler Junior College
B.A.A.S., M.S., University of Texas at Tyler

Grimm, Roger L.
Director, Testing
B.A., Trinity Western University
M.A., University of Northern Colorado

Harper, Lisa M.
Dean, Student Success
B.A., University of Texas at Dallas
M.A., Southeastern Louisiana University

Hassan, Nidia
Director, Admissions
A.A., Tyler Junior College
B.B.A., University of Texas at Tyler

Hill, Dometrius
Dean of Students
B.A., Prairie View A&M University
M.S., Troy University

Hubbard, David W.
Director, Dual Credit and Early College Development
A.A., Trinity Valley Community College
B.A., Baylor University
M.A., University of Texas at Tyler

Hutson, Carol A.
Director, Accounting Services/Controller
B.B.A., University of Texas at Tyler
Certified Public Accountant, State of Texas

Insalaco, Robin S.
Acquisitions/Archives Librarian
B.S., Michigan State University
M.L.I.S., University of Oklahoma at Norman

Jackson, Marian D.
Director, Learning Resource Center
A.A., Tyler Junior College
B.S., Texas A&M at Commerce
M.L.S., University of North Texas

Johnson, Thomas A.
Assistant Vice President of Student Affairs
A.A., Angelina College
A.A.S., Houston Community College
B.S., M.S., Sam Houston State University
Ed.D. Texas Southern University

Karol, Mary Diana
Director, Auxiliary Services
B.F.A., Texas Christian University

King, William L.
Executive Director, Facilities and Construction
B.S., Texas A&M University
M.B.A., Stephen F Austin State University

Matthews, Ellen
Executive Assistant, President/Board of Trustees
A.A., Tyler Junior College

McCoy, Molly
Assistant Director, Institutional Effectiveness
B.F.A., University of South Dakota
D.M.A., University of Texas at Austin
M.M., University of North Texas

McGlaun, Carrol A.
Director, Family Learning Center
B.S., Southern Methodist University

Meathenia, Peggy S.
Director/Grant Manager
B.A., West Texas A&M University
M.Ed., Texas Tech University

Melton, Randal M.
Director, Campus Police
A.A., Tyler Junior College
B.S., M.S., University of Texas at Tyler

Mendez, Larry D.
Chief Information Officer
A.A.S., Tyler Junior College
B.B.A., Le Tourneau University
M.B.A., American Intercontinental University

Messinger, Jacquelyn M.
Director, Institutional Research
A.A., Antelope Valley College
B.A., M.A., California State University at Bakersfield

Monagan, Paul R.
Dean, Nursing and Health Sciences
A.A.S., State University New York at Upstate Medical University
B.S., State University of New York
M.Ed., North Carolina State University

Murphy, Kenneth R.
Dean of Engineering, Mathematics and Sciences and Interim Dean of Humanities, Communications, and Fine Arts
B.S., University of Louisiana at Lafayette
D.D.S., Louisiana State University Health Science Center

Nannen, Tampa J.
Assistant Vice President of Academic Affairs
B.A., Dallas Baptist University
Ed.D., Texas A&M at Commerce
M.S., Stephen F Austin State University

Parrish, Janet Paige
Director, Progam Operations, Continuing Studies
A.A., Wade College
B.S., University of Texas at Tyler

Peters, Fred M.
Director, Public Affairs and Grant Development
B.S., John Brown University
M.S., University of Texas at Tyler

Pierson, Leif E.
Reference/Serials Librarian
B.A., Mercer University
M.A., Abilene Christian University
M.A., Texas Tech University
M.S. University of North Texas

Proudfoot, Donald W.
Director, Small Business Development Center
B.A., University of Texas at Tyler
B.A., West Virginia University

Rapp, Margaret M.
Director, Disability Services
B.A., M.Ed., Vanderbilt University
Licensed Professional Counselor, Texas State Board of Examiners of Professional Counselors

Renaud, Joel D.
Business Intelligence Manager
B.S., University of Texas at Arlington
M.B.A., University of Texas at Tyler

Rogers, Cheryl L.
Executive Director, Institutional Effectiveness, Planning and Research
B.M., University of North Texas
Ed.D., Texas A&M at Commerce
M.A., Stephen F Austin State University

Scott, Kristin C.
Assistant Director, Educational Technology and Information Technology Training
B.G.S., Radford University
M.Ed., University of Texas at Tyler

Sharpe, Aubrey D.
Dean, Continuing Studies/Executive Administrator, West Campus and TJC Lindale
B.A., East Texas Baptist University
Ed.D., University of North Texas
M.A., M.Div., Southwestern Baptist Theological Seminary

Shotts, Carl E.
Director, Information Security
A.A.S., Tyler Junior College
B.B.A., Southern Arkansas University

Smith, Charles N.
Assistant Director, Intercollegiate Athletics
A.A.S., Community College of the Air Force
B.S., Texas A&M University
M.B.A., Texas A&M at Commerce

Soward, Ryan T.
Director, Information Technology Project Management
B.S., Purdue University
M.B.A., American Intercontinental University

Stokke, Heather M.
Site Director, TJC Lindale
B.S., Stephen F Austin State University
M.S., Amberton University

Stoner, Heath W.
Director, Ornelas Health and Physical Education Center
B.A., Oral Roberts University
M.B.A., Liberty University

Tadasa, Tony H.
Director, Tyler Area Business Incubator
B.S., Stephen F Austin State University

Tyler, Lauren L.
Director, Student Life
B.A., Stephen F Austin State University

Underwood, Robby L.
Director, Environmental Health and Safety Compliance
B.S., University of Texas at Tyler

Vaughan, Lenny K.
Director, Information Technology Service Desk

Welch, Dana L.
Associate Grant
Director, and TJC Project Manager
A.S., Jacksonville College
B.S., M.S., University of Texas at Tyler

Wiggins, Devon
Director, Financial Aid
A.A., Tyler Junior College
B.B.A., University of Texas at Tyler

Williams, Tracey J.
Counselor/Learning Specialist
A.A., Central Texas College
B.S., Kansas State University
Licensed Professional Counselor, Texas State Board of Examiners of Professional Counselors
M.A., University of Texas at Tyler

Wilson, George
Director, Educational Technology and Media Systems
B.S., University of Texas at Tyler
Ed.D., M.Ed., Texas A&M at Commerce

Yarbrough, Denny K.
Coordinator, Registrar Records/State Reports
A.A.S., Tyler Junior College

Professional Staff

Alexander, Jessica L.
Graphic Designer/Photographer
A.A., Tyler Junior College

Arrick, Allen R.
Multimedia Web Content Producer/ Designer
B.S., University of Texas at Tyler

Arriola, Stephanie L.
Lead Academic Advisor
B.S., University of Texas at Tyler

Baker, Harold Doug
Application Support Analyst, Information Technology
B.S., Hannibal-Lagrange College

Ballard, Dana D.
Assistant Director, Campus Services
Certificate, Court Reporting Institute of Dallas

Barron, Andrea E.
Service Desk Specialist, Information Technology

Beckham, Wendy G.
Biology Laboratoy Specialist
B.S., Stephen F Austin State University

Bell, Rebecca Susie
Graphic Designer
A.A., Tyler Junior College

Berryhill, Brianna C.
Service Desk Specialist, Information Technology
A.A.S., Certificate, Tyler Junior College

Blair, Katherine H.
Service Desk Specialist, Information Technology
A.A., Kilgore College
B.A.A.S., M.S., University of Texas at Tyler

Bol, Jaquitta
Early Alert Coordinator
A.A., Pierce College
B.S., Grand Canyon University

Bollier, Caitlin B.
Assistant Coach, Softball
B.S., University of Mary Hardin-Baylor

Boucher, Kelly C.
Biology Laboratory Specialist
B.S., University of Texas at Tyler

Brungot, Brenda L.
Academic Advisor
B.B.M., Le Tourneau University

Bullock, Jessica S.
Coordinator, Honors Program
B.A., University of Mary Hardin-Baylor

Caldwell, Donald G.
Service Desk Specialist, Information Technology
A.S., Westwood College of Technology

Carrillo, Kimberly A.
Coordinator, International Student Admissions/Admissions Recruiter
B.S.W., Stephen F Austin State University
M.S.W., University of Texas at Austin

Chastain, Kimberly D.
Biology Laboratory Specialist
B.S., M.Ed., Lamar University

Chitty, Casey L.
Service Desk Specialist, Information Technology

Clark, Christopher Seth
Lead Academic Advisor
A.A., Tyler Junior College
B.A., Stephen F Austin State University

Clark, Douglas H.
CTE Retention Specialist
A.A., Santa Fe Community College
B.A., University of Florida at Gainesville
Ed.D., Nova Southeastern University
M.A., California State University

Collins, Michael H.
Coordinator, Veteran Affairs/Admissions Recruiter
B.B.A., University of Northern Colorado
M.A., Webster University

Cowles, Darcelle
Application Support Analyst
A.A., Kilgore College
B.A.A.S., Dallas Baptist University

Cox, Brian L.
Senior Service Desk Specialist, Information Technology
A.S., Tyler Junior College

Crawford, Caden N.
Theatre Manager
A.A., Tyler Junior College
B.M., University of Texas at Arlington

Cuellar, Kristi L.
Network Specialist, Information Technology
A.S., Tyler Junior College

Cumbee, Megan M.
Coordinator, Scholarship Recruitment and Retention
A.S., Jacksonville College
B.S., East Texas Baptist University

Curtis, Carla B.
Program Development Manager, Continuing Education
B.S., Baylor University
M.B.A., University of Texas at Tyler

Davis, Rebecca S.
Academic Advisor
A.A.S., Tyler Junior College
B.S., University of Texas at Tyler

Dawson, Jeffery W.
Media Systems Specialist
A.A.S., Tyler Junior College

Derrick, Jeffrey A.
Assistant Trainer, Intercollegiate Athletics
B.S., M.S., University of Mary Hardin-Baylor

Dillman, Tina L.
Interpreter/Coordinator, Hearing Loss Services
A.A.S., Tyler Junior College
B.A.A.S., University of Texas at Tyler
Certified Interpreter, Texas Commission for Deaf and Hard Hearing
M.Ed., University of Phoenix

Dodson, Eva Cheryl
Biology Laboratory Specialist
B.S., M.S., University of Louisiana

Edwards, Johnathan D.
Assistant Coach, Men's Basketball
A.A., Tyler Junior College
B.S., Radford University

Evans, Catherine Christy
Apache Belles Assistant
B.S., University of Louisiana
M.Ed., University of Texas at Tyler

Fitts, Angela
Transcript Evaluator
A.A., Tyler Junior College
B.S., Texas Woman's University

Franks, Shelley R.
Financial Aid Officer/State Grants
B.S., Southwestern University

Freeman, Michele L.
Data/Grant Coordinator, Perkins Grant and Adult Student Services
A.A., Tyler Junior College

Fullerton, Elizabeth Telfair
Instructional Designer/Learning Management Systems Administrator
A.A.S., Tyler Junior College
B.S., Le Tourneau University

Gartman, Mark D.
Utilities Maintenance Superintendent

Gifford, Bradley A.
Project Assistant Director, TRiO
A.S., Paris Junior College
B.S., Texas A&M University
M.A., Sam Houston State University

Gillispie, Evan H.
Assistant Director, Ornelas Health and Physical Education Center

Gore, Jessie L.
Academic Advisor
A.A., A.S., Tyler Junior College
B.A., University of Texas at Tyler

Green, Jessie R.
Red Shirt Program Specialist, Football
B.B.A., Tarleton State University

Haisten, Megan B.
Lead Admissions Recruiter
A.A., Tyler Junior College
B.A.A.S., Texas A&M at Commerce

Hall, Katie L.
Coordinator of Scholarships
A.A., Tyler Junior College
B.S., University of Texas at Tyler

Hanna, Leah M.
Coordinator, Accounts Payable
A.A., Tyler Junior College
B.S., University of Texas at Tyler
Certificate, Le Tourneau University

Hannie, Rachel M.
Service Desk Specialist, Information Technology
A.A., Tyler Junior College
B.S., Stephen F Austin State University

Harrigan, Ryan P.
Head Coach, TJC Cheerleaders
A.A., Navarro College
B.A., Stephen F Austin State University

Harris, Aukse
Assistant Director, Residential Life
B.S., Abilene Christian University

Hart, Shanna-Natasha M.
Data Analyst, ACT-On Grant
A.A., Lon Morris College
B.S., University of Texas at Tyler

Hawkins, D. Renee
Project Director, TRiO
B.S., Texas Tech University
M.A., University of New Mexico

Hilgeman, James W.
Coordinator, West Campus, Records/ Registration
A.A., El Camino College

Hood, Brandi N.
Red Shirt Program Specialist, Volleyball
A.A., Hutchinson Community College
B.S., Texas Tech University

Howard, Gay S.
Coordinator, Distance Education

Ibarra-Mullen, Caitlin M.
Coordinator, Student Life

Ivy, Zereda Precious
Assistant Coach, Women's Basketball
A.A., San Jacinto College Central
B.S., University of Houston

Jackson, Amber
Assistant Database Administrator, Information Technology
B.S., University of Texas at Tyler
M.B.A., University of Phoenix

Jamerson, Wilma J.
Coordinator, ACT-On Grant

Jeffers, Duane G.
Web and Rich Media Content Developer

Johnson, Kerry L.
Library E-Services Manager

Keelin, Neena S.
Biology Laboratory Specialist
B.S., M.Ed., M.S., Rani Durgavati University

Kirby, Sidni D.
Academic Advisor
A.A.S., Tyler Junior College
B.S., University of Texas at Tyler
M.A., Texas State University

Knicely, Jason B.
Service Desk Specialist, Information Technology

Kremer, Brian P.
Coordinator, Center for Earth & Space Science Education
B.S., Illinois State University

Krivokapich, Brent D.
Red Shirt Program Specialist, Tennis
B.S., University of Texas at Tyler

Lampin, Kevin R.
Facilities Maintenance Superintendent

Leighman, Amy A.
Academic Coordinator, Clinical Education, Physical Therapist Assistant
B.S., Texas State University

Light, Patti A.
Assistant Director, Residential Life
B.A., Oklahoma State University
B.A., Texas State University
M.Ed., University of South Carolina

Longworth, Susan D.
Academic Advisor
A.A.S., Tyler Junior College
B.A.A.S., Texas A&M at Commerce

Lornson, Tracey R.
Academic Advisor
A.A.S., Tyler Junior College
B.S., University of Texas at Tyler

Magnuson, Kristen K.
Assistant Registrar
A.A., Tyler Junior College
B.S., Texas A&M University

Masenda, Kenneth A.
Academic Advisor, Athletics
A.A., Navarro College
B.B., University of Texas at Arlington
M.Ed., Texas A&M at Commerce

Mayo, Stephanie D.
Coordinator, Dual Credit
A.A., Tyler Junior College
B.B.A., Stephen F Austin State University

McCormack, Michelle L.
Academic Advisor
B.B.A., University of Texas at Tyler

McGlumphy, John A.
Service Desk Specialist, Information Technology

McLain, Keitha L.
Biology Laboratory Specialist
B.S., Stephen F Austin State University

Miksovsky, Amanda R.
Report Writer, Information Technology

Miller, Lauren K.
Senior Accountant
B.B.A., Texas Tech University

Morrison, Stephen J.
Admissions Recruiter
B.A., University of North Texas

Mullinix, Elise
Editorial Manager
B.A., Stephen F Austin State University

Ostmeyer, Tabitha E.
Financial Aid Officer/Satisfactory Academic Progress
B.S., Oklahoma Panhandle State University

Owens, Michael O.
Network Administrator, Information Technology
A.A.S., Tyler Junior College

Parker, Daniel J.
Academic Advisor
B.A., University of Texas at Tyler

Patterson, Katherine E.
Lead Academic Advisor
B.S., Lamar State College at Port Arthur
B.S., University of Texas Medical Branch
M.S., University of Texas at Tyler

Phillips, Casey M.
Coordinator, Data Processing, Admissions
A.A., Tyler Junior College

Pickett, Courtney D.
Admissions Recruiter
B.S., University of Arkansas at Pine Bluff

Pippin, Daniel L.
Industry Retail Liaison/Grants and Sponsored Research Specialist
A.A.S., Northeast Texas Community College
B.S., M.P.A., University of Texas at Tyler

Ragona, Christine M.
Red Shirt Program Specialist, Women's Soccer
A.A., Tyler Junior College
B.A., Florida Institute of Technology

Rathbun, Pamela J.
Creative Services Manager
B.A., Texas Tech University

Rees, Charlee
Institutional Research Analyst/Survey Manager
B.S., University of California at San Diego

Rios-Estrella, Amber R.
Academic Advisor
B.S., Texas State University

Roberson, Rose M.
Transcript Evaluator
A.A., Tyler Junior College
B.B.A., University of Texas at Tyler
M.B.A., Walden University

Roden, Billy M.
Tool Room Inventory Control Specialist, Automotive Technolog
A.A.S., Texas State Technical College

Rodriguez, Alfonso
Supervisor, Electrical Facilities Maintenance

Ruelle, Margaret E.
Coordinator, Career Services
B.S.. M.A., University of Texas at Tyler

Sabota, Brittney L.
Data Manager, ACT-On Grant
B.S., University of Texas at Tyler

Sanders, Anthony
Service Desk Specialist, Information Technology

Scarborough, Sara B.
Coordinator, Special Events
A.A., Tyler Junior College
B.A., University of Texas at Arlington

Schnell, John R.
Career Coach, ACT-On Grant
B.M., Colorado State University
M.B.A., University of Wyoming

Sharp, Doris W.
Grant Administrator/Coordinator
A.A.S., Alvin Community College
B.S., M.S., University of Texas at Tyler

Sherman, Chad E.
Assistant Coach, Baseball
A.S., Panola Junior College
B.S., M.S., University of Texas at Tyler

Showers, Mickey
Systems Administrator, Information Technology
B.S., Fort Hays State University

Smith, Debra L.
Student Accounts Receivable Supervisor
A.A., Tyler Junior College

Smith, Lillian D.
Systems Librarian
B.A., University of Texas at Tyler
M.L.S., Texas Woman's University

Spray, David E.
Application Support Analyst

Stokes, Samuel G.
Academic Retention Specialist, TRiO Program
B.A., M.A., Sam Houston State University

Talbot, Joseph A.
Area Coordinator, Residential Life

Taylor, Ryan D.
Red Shirt Program Specialist, Football
A.A., Tyler Junior College

Tucker, Kimberly G.
Academic Advisor
A.A., Tyler Junior College
B.S., University of Texas at Tyler

Van Schuyver, Terri
Biology Laboratory Specialist
B.S., University of Texas at Tyler

Vierkant, Silvana S.
Lead Academic Advisor
A.A., Tyler Junior College
B.A., M.A., University of Texas at Tyler

Wansley, Leah N.
Web and Rich Media Content Manager
B.F.A., University of North Texas

Webb, Sheree C.
Instructional Designer, Distance Education
B.A., Texas Tech University
M.A., University of North Texas

Weber, Phillip A.
Supervisor, Landscaping and Grounds

Wells, Casey L.
Financial Aid Officer/Loans

Wilkinson, James T.
Admissions Recruiter
B.S., Texas A&M at Commerce

Williams, Reginald O., "B.J."
Coordinator, Student Services
B.S., Stephen F Austin State University

Willis, Betty Sue
Testing Center Manager
A.A.S., Tyler Junior College

Wynne, Karen W.
Biology Laboratory Specialist
B.S. , Texas State University

Young, Carol R.
Accountant
B.B.A, Stephen F Austin State University
B.B.A., University of Texas at Tyler

Young, John D.
Service Desk Specialist, Information Technology
A.A., A.A.S., Kilgore College

Full-time Professors

Adams, Mary
Professor, English
A.A., Tyler Junior College
B.S., Texas A&M at Commerce
M.L.A., Southern Methodist University

Alger, David L.
Professor/Coordinator, Game and Simulation Development
B.S., University of Maryland
M.S., Johns Hopkins University

Alger, Ramona R.
Professor, Mathematics
B.A., Houghton College
M.A., Wake Forest University
Ph.D., Virginia Polytechnic Institute

Allen, Cindy L.
Professor, TSI Reading/Adjunct Faculty Coordinator, Student Success
B.S., M.Ed., University of Texas at Tyler

Anderson, Mark A.
Professor, Art
B.A., The Master's College
M.F.A., University of Texas at Tyler

Andrews, Joan H.
Professor, Speech
A.A., Tyler Junior College
B.F.A., University of Mississippi
M.A., University of Texas at Tyler

Anglin, Karen L.
Professor, TSI Mathematics
B.S., Tarleton State University
M.S., Texas A&M University

Armstrong, Dijana
Professor, Mathematics
A.A., Tyler Junior College
B.A.A.S., M.S., University of Texas at Tyler

Arnold, Marygwen
Professor, English
A.S., Tyler Junior College
B.S., M.A., M.Ed., University of Texas at Tyler

Arriola, Jonathan D.
Professor, Learning Framework
B.A.A.S., M.S., University of Texas at Tyler

Baggett, Misty L.
Professor/Coordinator, Associate Degree Nursing (Lindale)
A.A.S., Tyler Junior College
B.S.N., University of Texas at Arlington

Baker, Bryan A.
Professor, Welding/Department Chair, Industrial Trades
A.A.A.S., Eastfield College
B.S., M.Ed., University of North Texas
Welding Educator, American Welding Society

Baker, Catherine M.
Professor/Department Chair, Medical Laboratory Technology
B.S., University of Texas at Arlington
M.A., Midwestern State University

Baker, Lisa A.
Professor, Medical Laboratory Technology
B.S., University of Texas at Tyler

Bateman, Judith B.
Professor, English/Literature
B.A., Baylor University
M.A., University of Texas at Tyler
M.L.A., Southern Methodist University

Bausinger, Tina M.
Professor, English
B.A., M.A., University of Texas at Tyler

Beange, Deborah J.
Professor, Government
B.A., Texas State University
M.A., George Washington University

Bellington, Linda K.
Professor, TSI Mathematics
B.S., Texas A&M University

Belt, Donna E.
Professor, History
B.S., Kansas State University
M.A., University of Texas at Tyler

Benge, Holli
Professor/Department Chair, Vocational Nursing Education
A.A., Certificate, Tyler Junior College
B.S.N., M.S.N., University of Texas at Tyler

Betts, James Gordon
Professor, Biology
B.S., Stephen F Austin State University
M.S., Ph.D., Texas A&M University

Bibby, Rebecca
Professor, Biology--Nutrition and Diet Therapy
B.S., M.S., Stephen F Austin State University

Blaine, Donald L.
Professor, Business Management
B.B.A., Stephen F Austin State University
M.B.A., University of Texas at Tyler

Blakemore, Terra J.
Professor, English
B.A., M.A., Stephen F Austin State University

Boettcher, Eric J.
Professor/Coordinator, Engineering Design Technology
B.S., M.S., Wayne State College

Bolin, James L.
Professor, Computer Information Systems
B.S., Texas A&M University
M.S., University of Texas at Tyler

Boone, Nancy M.
Professor, Vocational Nursing Education
B.S.N., University of Texas at Tyler

Booth, Janet K.
Professor, Medical Office Management
A.A.S., Tyler Junior College
B.S., Texas A&M University

Borum, Traci L.
Professor, English
B.A., Dallas Baptist University
M.Ed., University of Mary Hardin-Baylor

Boucher, John Cliff
Professor, Biology/Department Chair, Life Sciences and Agriculture
Ph.D., University of Michigan at Ann Arbor

Boyd, Jan J.
Professor, TSI Mathematics
B.A., University of Texas at Austin

Brach, Jane K.
Professor, Biology
B.S., State University of New York at Albany
M.S., University of Miami

Branum, Howard E.
Professor, Physics
B.S., M.Ed., Stephen F Austin State University

Breckel, Caron K.
Professor, Health Information Technology
A.A.S., Wharton County Junior College
B.S., University of Texas Medical Branch

Briscoe, David G.
Professor, Automotive Technology/High School Coordinator
A.A.S., Brookhaven College
ASE-M, National Institute of Auto Service Excellence

Brooks, Gloria
Professor, English/Literature
B.A., East Texas Baptist University
M.A., Stephen F Austin State University

Brooks, Lynn L.
Professor, Computer Information Systems
A.A., Tyler Junior College
B.S., M.S., University of Texas at Tyler

Brooks, Robert L.
Professor, Geography and History
A.A., Alvin Community College
B.A., M.A., University of Houston at Clear Lake

Brower, Pamela J.
Professor/Department Chair, Diagnostic Medical Sonography
B.S., Nova Southeastern University
Registered Vascular Technologist, American Registry of Diagnostic Medical Sonographers
Respiratory Care Practioner, Texas Department of Health

Brown, Kimberly D.
Professor, Vocational Nursing Education
A.A.S., Grayson County College
B.S.N., University of Texas at Arlington

Bruckwicki, Joan S.
Professor, English
B.A., M.Ed., Stephen F Austin State University

Brunner, Phyllis W.
Professor/Department Chair, Respiratory Care
A.S., Delgado Community College
B.S., University of Texas of Permian Basin

Burnette, Tammy L.
Professor, Medical Office Management
A.A., Tyler Junior College
B.S., M.S., University of Texas at Tyler

Button, Ryan L.
Professor, Sociology
B.A., Stephen F Austin State University
M.A., Kansas State University

Byrd, Billy F.
Professor, InternetworkingTechnology/ Desktop Support
A.S., Grossmont College
B.A., San Diego State University

Byrd, Goldie
Clinical Professor, Radiologic Technology
A.S., Kettering College of Medical Arts

Cabrera, Jacob M.
Professor/Coordinator, Vocational Nursing Education(Lindale)
Diploma, Covenant College

Caddell, Jack R.
Professor, Health and Kinesiology
A.A.S., Eastfield College
B.A., M.A., Prescott College
M.Ed., Texas A&M University

Calcote, Billy E.
Professor/Coordinator, Electrical/ Electronic Controls Technology
A.A.S., DeVry University in Illinois

Caldwell, Linda
Professor, Associate Degree Nursing
A.A.S., Grayson County College
B.S.N., M.S.N., University of Texas at Tyler

Callender, Casey R.
Professor, Game and Simulation Development
A.A., Tyler Junior College
B.F.A., M.A., M.F.A., Stephen F Austin State University

Cantrell, Jamie L.
Professor, Biology
A.A., Jones County Junior College
B.S., University of Southern Mississippi
M.S., University of Texas at Tyler

Carlisle, Thomas T.
Clinical Simulation Specialist/Professor, Associate Degree Nursing
B.B.A., Baylor University
M.P.A., University of Texas at Tyler

Cassel, M Carroll
Professor, Business Management
B.B., Stephen F Austin State University
M.B.A., Texas A&M at Commerce

Casstevens, Anna M.
Professor, Education
B.S., M.Ed., Texas A&M at Commerce

Cates, Dale G.
Professor, Biology
B.A., University of Texas at Austin
M.S., University of Texas at Tyler

Chappa, Christopher L.
Professor/Department Chair, Mathematics
B.S., Centenary College of Louisiana
M.S., University of Louisiana at Lafayette

Charba, Cortney
Professor, Biology
B.S., M.S., Stephen F Austin State University

Cheeseman, Suzanne M.
Professor, Associate Degree Nursing
M.S., Texas Woman's University

Chichisan, Alice
Professor, TSI Mathematics
A.A., Grand Rapids Community College
B.S., Aquinas College
M.A., Western Michigan University

Christiansen, Ginger G.
Professor, Associate Degree Nursing
B.S.N., M.S.N., University of Texas at Tyler
Certificate Vocational Nursing, Tyler Junior College

Clements, Steven C.
Professor, Health and Kinesiology/ Men's Soccer Coach
B.S., Mississippi State University

Cobb, Kelly A.
Professor, Vocational Nursing Education
A.A.S., Tyler Junior College
B.S.N., University of Texas at Tyler

Colkin, Roberta R.
Professor, Vocational Nursing Education
A.A.S., Tyler Junior College

Connell, John-Paul E.
Professor, Health and Kinesiology/Men's and Women's Tennis Coach
A.A., Tyler Junior College
B.A., Texas A&M University
M.Ed., University of Texas at Tyler

Cook, Larry
Professor/Coordinator, Chemistry Laboratory
B.S., Midwestern State University
M.S., Stephen F Austin State University

Cooper, Karen D.
Professor/Department Chair, Associate Degree Nursing
A.A.S., Paris Junior College
B.S.N., M.S.N., University of Texas at Tyler

Coplan, Patricia W.
Professor/Coordinator, Paralegal
B.S., Henderson State University
J.D., University of Arkansas

Cotter, Kirby L.
Professor/Coordinator, Automotive Technology
A.A.S., Brookhaven College
ASE-M, National Institute of Auto Service Excellence Certificate, Grayson County College

Cowell, Charles E.
Professor, Computer Information Systems
A.A.S., Tyler Junior College
B.A.A.S., M.S., University of Texas at Tyler

Cox, David L.
Professor, Biology
B.S., M.S., Ph.D., Texas Tech University

Craig, Marilyn K.
Professor/Director, Clinical Education, Respiratory Care
B.S., Certificate, Lamar University
M.S., California College For Health

Crawford, David W.
Professor, Theatre
A.A., Tyler Junior College
B.S., University of North Texas
M.S., Stephen F Austin State University
Ph.D., Texas Tech University

Cross, Shannon
Professor, History
B.A., Texas A&M at Commerce
M.A., University of Northern Colorado
M.A., University of Texas at Tyler

Cross, Shelley
Professor, Business/Business Management
B.S., M.S., University of Texas at Dallas

Davis, Jacob L.
Professor, Theatre
B.A., Texas Tech University
M.F.A., University of Houston

Delk, Gigi
Professor, Computer Information Systems/ Gaming and Simulation Development
B.B.A., Southern Arkansas University
M.S., Texas A&M at Commerce

Dickson, Nicole L.
Professor, Health and Kinesiology/Head Softball Coach
A.S., Howard College
B.S., Eastern New Mexico University
M.S., Hardin-Simmons University

Dublin, Karan W.
Professor, Associate Degree Nursing
A.A., A.S., Tyler Junior College
B.S.N., M.Ed., University of Texas at Tyler

Duncan, Matthew D.
Professor, Workforce Information Technology
B.S., M.S., University of North Texas

Dushuanack, Edward E.
Professor, Vocational Nursing Education
A.A.S., Certificate Vocational Nursing, Tyler Junior College

Eastman, Jerry D.
Professor, Fire Protection Technology/ Managing Director, Fire Science
A.A.S., Tyler Junior College

Elam, Matthew E.
Professor, TSI Mathematics
B.S., M.S., University of Texas at Tyler
Ph.D., Oklahoma State University

Emmons, Gabriel Kyle
Professor, Welding
A.A.S., Tyler Junior College

Farley, James A.
Professor, Vocational Nursing Education
B.S.N., Mcneese State University

Faulds-Howard, Rebecca F.
Professor, Speech/Theatre
A.A., Tyler Junior College
B.A., Dallas Baptist University
M.A., University of Texas at Tyler

Files, Robyn
Professor, Mathematics
B.A., Austin College
M.A., Southern Methodist University

Fitzpatrick, Michael A.
Professor, English/Literature
B.A., M.A., Virginia Polytechnic Institute

Flatt, Micheal W.
Professor, TSI Mathematics
A.S., Paris Junior College
B.S., Texas A&M at Commerce
M.Ed., Lamar University

Funk, David K.
Professor, Art
A.A.S., Saint Louis Comunity College
B.F.A., Southern Illinois University
M.F.A., Utah State University

Gaddis, Cynthia J.
Professor, Learning Framework
A.A.S., Kilgore College
B.S., Stephen F Austin State University
M.Ed., University of Texas at Tyler

Gainer, Lindsey A.
Professor, Business Management
A.A., Pensacola State College
B.S., Texas A&M University
M.B.A., Le Tourneau University

Gaqi, Gjergji
Professor, Music/Piano
B.A., Colby College
D.M.A., M.M., University of Michigan at Ann Arbor

Garcia, Cathy D.
Professor, Associate Degree Nursing
B.S.N., Southeastern Louisiana University
M.S.N., University of Texas at Tyler

Gardiner, Lara K.
Professor, Associate Degree Nursing
A.A.S., Tyler Junior College
B.S.N., M.S.N., University of Texas at Tyler

Garner, Jennifer C.
Professor/Academic Field Work Coordinator, Occupational Therapy Assistant
B.S., Texas Woman's University

Garrett, Richard P.
Professor, Game and Simulation Development
A.A.S., Middlesex County College
B.A., Rutgers University
M.S., Stevens Institute of Technology

Garvin, Randolph D.
Professor, Computer Information Systems
B.S., University of Oklahoma at Norman
M.A., Webster University

Gary, Linda J.
Professor, English/Department Chair, Humanities/Literature/Philosophy
B.A., M.A., Ph.D., University of Texas at Dallas

Gayed, Dalia A.
Professor, Art
B.F.A., M.F.A., Alexandria University-Egypt

Gill, Timothy C.
Professor, Computer Information Systems/Department Chair, Digital and EngineeringTechnologies
B.A., Johnson State College
M.S., University of Colorado at Boulder

Gillis, Sheri L.
Professor, Vocational Nursing Education
A.A.S., San Jacinto College
B.S.N., University of Texas at Arlington

Goode, Mindy R.
Clinical Professor, Radiologic Technology
A.A.S., Tyler Junior College

Goodwyn, Latasha
Professor, TSI Writing
B.A., Colorado State University
M.S.Ed., University of Tennessee at Martin

Gould, Tracy D.
Professor, Vision Care Technology/Medical Office Management/Co-Department Chair, Vision CareTechnology
B.S., Stephen F Austin State University

Gray, Christopher K.
Professor, Emergency Medical Service Professions
A.A.S., Tyler Junior College
Certificate, Tyler Junior College

Gray, Derik G.
Professor, Communications and Student Media A.S., Panola Junior College
B.S., Texas A&M at Commerce
M.A., University of Texas at Tyler

Green, Steve E.
Professor, Mathematics
B.S., M.S., Texas A&M at Commerce

Gregory, Pamela S.
Professor, Biology
A.A., Tyler Junior College
B.S., M.S., Stephen F Austin State University

Griffin, James T.
Professor, Welding
A.A.S., Tyler Junior College

Griffin, Nancy E.
Professor, Economics
B.A., Texas A&M University
M.S., University of North Texas

Groth, Jonathan J.
Professor, Health and Kinesiology
A.A., Cuyahoga Community College
B.S., University of New Orleans
M.Ed., Georgia Southern University
Ph.D., Texas A&M University

Haasz, Jana R.
Professor, English
B.B.A., West Texas A&M University
M.A., University of Texas at Dallas

Haley, Janet K.
Professor/Coordinator, Associate Degree Nursing
A.D.N., Cameron University
B.S.N., M.S.N., University of Texas at Arlington

Hanke, Jordan P.
Professor, Mathematics
B.S., M.S., Northern Illinois University

Hanna, Carolyn E.
Professor, Dance/Director,TJC Academy of Dance/Coordinator, Dance
B.F.A., Julliard School

Hasley, Joy F.
Professor, Mathematics
B.A., Texas Woman's University
M.A., Miami University

Haynes, Tamara B.
Professor, Visual Communications
A.A.S., Tyler Junior College
B.S., University of Texas at Tyler

Hays, John
Professor, Spanish/Department Chair, Foreign Language
B.A., Stephen F Austin State University
M.A., University of Houston

Henderson, James A.
Professor, Voice/Director, Choral Music
B.M., Oklahoma Baptist University
D.M.A., M.M., University of Texas at Austin

Hensley, Katherine P.
Professor, Associate Degree Nursing
B.S.N., University of Texas at Arlington
M.S.N., University of Texas Medical Branch
Ph.D., Old Dominion University

Henson, Debra J.
Professor/Concentration Coord, Diagnostic Medical Sonography
A.A.S., Certificate, Tyler Junior College

Herington, Jay W.
Professor, Biology/Coordinator, Biology Laboratory
A.S., South Plains College
B.S., Texas Tech University
M.S., West Texas A&M University

Hill, Brandy D.
Professor, Associate Degree Nursing
A.A.S., Northeast Texas Community College
B.S.N., University of Texas at Tyler

Hill, Jessica A.
Professor/Coordinator, Vocational Nursing Education
A.A.S., Tyler Junior College

Hill, Laura L.
Professor, Sign Language
B.S., M.S., Texas Woman's University
Certified Interpreter, Texas Commission for Deaf and Hard Hearing

Hill, Lee Nell W.
Professor, TSI Writing
B.A., University of Arkansas at Pine Bluff
M.A., Texas A&M at Commerce

Hindman, M'Liss
Professor, Speech
B.A., Texas Tech University
M.A., University of Houston

Hobbs, Carrie L.
Professor/Department Chair, Dental Studies
A.A.S., Tyler Junior College
B.S., M.Ed., University of Texas at Tyler

Hooten, James Tom
Professor, Physics/Department Chair, Physical Sciences/Academic Advisor, CESSE
B.S., Ed.D., Texas A&M at Commerce
M.S., Vanderbilt University

Howard, Cory V.
Professor, Psychology
A.A., Tyler Junior College
B.A., University of Texas at Austin
M.A., University of Texas at Tyler

Howard, Laurence J.
Professor/Coordinator, Power Plant Technology
A.A.S., Community College of the Air Force
A.A.S., Texas State Technical College
B.A., Park University

Howell, Byron E.
Professor, Chemistry/Coordinator, South Central Regional Microscale Center
B.S., Hardin-Simmons University
Ed.D., Texas A&M at Commerce
M.S., University of Texas at Tyler

Hudson, Lillian Denise
Professor, Associate Degree Nursing
A.D.N., McLennan Community College
B.S.N., University of Mary Hardin-Baylor
M.S.N., University of Texas at Tyler

Ippolito, Alfonso
Professor, Speech
B.S., M.S., Syracuse University

Ivy, Jeanne E.
Professor, Psychology
A.A., Tyler Junior College
B.A., Stephen F Austin State University
Licensed Pychological Associate, Texas State Board of Examiners of Psychologists
M.S., University of Texas at Tyler

Jennische, Rachel J.
Professor, Communications
B.F.A., Sam Houston State University
M.A., Stephen F Austin State University

Jerkins, Jae L.
Professor, Humanities and Philosophy
B.A., University of Central Florida
M.A., M.A.H., Florida State University

Jernigan, Judy G.
Professor/Coordinator, Computer Information Systems
B.S., Texas A&M University
M.S., University of Texas at Tyler

Johnson, Charles
Professor, TSI Writing
B.A., M.Ed., Texas A&M at Commerce
Ph.D., University of Texas at Austin

Johnson, Willace E.
Professor, Surveying and Mapping
A.A.S., Certificate, Tyler Junior College
B.S., Hardin-Simmons University
Registered Professional Land Surveyor, Texas Board of Professional Land Surveyors

Johnston, Susan
Professor, TSI Reading
A.A., Tyler Junior College
B.S., University of Texas at Austin
M.Ed., University of Texas at Tyler

Jones, Paul D.
Professor, Art
A.A., Cedar Valley College
B.F.A., University of Texas at Tyler
M.F.A., University of North Texas

Jones, Peter E.
Professor, History
B.S., M.A., Tennessee Technological University
Ph.D., University of Oklahoma at Norman

Jones, Trenia T.
Professor, Health and Kinesiology/Women's Basketball Coach
B.S., M.A., Stephen F Austin State University

Kelley, Deborah P.
Professor/Deptartment Chair, Behavioral Sciences
B.A., M.S., University of Texas at Tyler
Licensed Professional Counselor, Texas State Board of Examiners of Professional Counselors
Licensed Pychological Associate, Texas State Board of Examiners of Psychologists
Ph.D., Texas A&M University

Kelley, Maggie E.
Professor, Health Information Technology/ Medical Transcription
B.S., Texas State University

Kelly, Laura A.
Professor, Vocational Nursing Education
B.S.N., University of Texas at Tyler

Kersh, Marshella
Professor, Computer Information Systems
A.A.S., Tyler Junior College
B.S., University of Texas at Tyler

Ketelsen, Kimm
Professor/Department Chair, Professional Tennis Management
B.S., Southeastern Oklahoma State University

Khosrowshahi, Manouchehr R.
Professor, Government
B.A., National University of Iran
M.A., Tehran University
Ph.D., University of North Texas

Kilgore, Genny L.
Professor, Vocational Nursing Education
Certificate Vocational Nursing, Tyler Junior College

Kimlicko, Frank
Professor, Music
B.M., University of North Texas
M.M., Southern Methodist University

King, Randall
Professor, Automotive Technology
A.A.S., Trinity Valley Community College

Knous, Helen Melissa
Professor, English
B.A., M.A., Stephen F Austin State University
Ph.D., Texas A&M at Commerce

Korich, Brenda L.
Professor, Surgical Technology
A.A., Anne Arundel Community College
A.A.S., Tyler Junior College

Krantz, Laura E.
Professor/Department Chair, Communications and Student Media
B.A., University of New Mexico
M.A., Stephen F Austin State University

Lafferty, Jeannie M.
Professor, Biology
B.S., M.S., Stephen F Austin State University

Landers, Belinda K.
Professor, TSI Mathematics
B.A., Capital University

Lassanske, Stephanie A.
Professor, Social Work/Sociology
A.A., Tyler Junior College
B.A., B.S.W., University of North Texas
M.S.S.W., University of Texas at Arlington

Latham, Charlotte M.
Professor, Mathematics
B.S., Troy University
M.R.E., Southwestern Baptist Theological Seminary
M.S., University of Texas at Tyler

Lay, Lorri L.
Professor, Mathematics
B.S., M.S., University of Texas at Tyler

LeBarron, Amber J.
Professor, Associate Degree Nursing
B.S.N., M.S.N., University of Texas at Tyler

Ledet, James A.
Professor/Coordinator, Public Administration
M.A., Dallas Baptist University

Lewis, Ashleigh B.
Professor, Learning Framework
A.A., Tyler Junior College
B.S., University of Texas at Tyler
M.Ed., Angelo State University

Light, Jeremy J.
Professor, English
B.A., M.A., University of Texas at Tyler

Long, Claudia B.
Professor, Child Development/Early Childhood
B.S., M.Ed., Stephen F Austin State University
M.S., Florida State University

Luce, Sara R.
Professor, Vocational Nursing Education
A.A.S., Certificate, Tyler Junior College

Ludovico, Linda
Professor, Health and Kinesiology
A.S., Tyler Junior College
B.S., M.S., University of Texas at Tyler

Luke, Kenneth
Professor, Psychology
B.S., Nicholls State University
Licensed Professional Counselor, Texas State Board of Examiners of Professional Counselors
Licensed Pychological Associate, Texas State Board of Examiners of Psychologists
M.S., University of Louisiana

Macpherson, Edmund
Professor, Mathematics/Engineering
B.S., University of Illinois
M.S., University of North Texas

Mahon, Ryan L.
Professor, Health and Kinesiology/ Assistant Football Coach
B.S., Eastern Oregon State College
M.Ed., University of Texas at Tyler

Marquis, Michael D.
Professor, Health and Kinesiology/Men's Basketball Coach
A.A., Marshalltown Community College
B.A., Grand View College

Mast, Michael K.
Professor, Government
B.A., J.D., Texas Southern University
M.Div., Baptist Missionary Association

Mayfield, Dennis E.
Professor, Biology A.A., Tyler Junior College
B.S., Texas A&M University
M.S., Texas A&M at Commerce

Mayo, Felicia M.
Professor/Coordinator, Vocational Nursing Education (Rusk)
B.S.N., University of Texas at Tyler

McCauley, Jan B.
Professor, History/Government
B.A., Texas A&M University
M.A., University of Texas at Tyler

McClendon, David F.
Professor, Government/Assistant Department Chair, Social Sciences
B.A., Texas A&M at Commerce
M.A., Texas Christian University

McCormack, Jerry S.
Professor, Mathematics
B.S., M.S., Stephen F Austin State University

McGowan, Thomas F.
Associate Director of Bands/Professor, Applied Percussion
B.M., M.A., Eastern Illinois University

McGuire, Frank Eddy
Professor, Health and Kinesiology/Trainer, Intercollegiate
B.S., Texas A&M University
M.Ed., Stephen F Austin State University

McKinzie, Rhonda
Professor/Department Chair, Sign Language Interpreting
B.S., Texas Woman's University
Certified Interpreter, Court Certified Interpreter, Texas Commission for Deaf and Hard Hearing Licensed Professional Counselor, Texas State Board of Examiners of Professional Counselors
M.S., Texas A&M University at Corpus Christi

McLemore, Theodore J.
Professor, English/Coordinator, Honors Program
B.A., M.F.A., Baylor University

Meier, Steven R.
Professor, Woodwinds/Band
B.A., Minot State University
D.M.A., University of Alabama at Tuscaloosa
M.M.Ed., University of North Texas

Melius, Christine B.
Director/Department Chair, Physical Therapist Assistant
B.S., M.S., University of Texas Health Sciences Center at San Antonio

Mensch, Heather R.
Professor, Jazz Studies and Applied Low Brass
B.M., University of Kentucky
M.Ed., Houston Baptist University

Mettlen, Julie L.
Professor, Dental Hygiene
A.S., Tyler Junior College
B.S., M.S., University of Texas at Tyler

Minkel, Regan A.
Professor, English
B.A., Colorado State University
M.A., Angelo State University

Moore, Bridget R.
Professor, English B.S., Texas A&M University
M.A., University of Texas at Tyler
Ph.D., Texas A&M at Commerce

Moran, Kay L.
Professor/Dept Chair, Teacher Education/ Director, ACE Program
B.S., M.Ed., University of Houston

Morris, Diane W.
Professor, Computer Information Systems
B.A., University of Texas at Austin
M.S., University of Texas at Tyler

Moya, Luz M.
Professor, Vocational Nursing Education
Certificate, Tyler Junior College

Murray, Kathrine
Professor, TSI Mathematics/Department Chair, TSI
B.S., University of Texas at Tyler
M.S., Texas A&M at Commerce

Nelson, J. Michelle
Professor, Associate Degree Nursing
B.S.N., Montana State University at Bozeman
M.S.N., Clarkson College

Nolan, Rhey
Professor, Economics/Government
B.S., M.P.A., University of North Texas

Noll, John P.
Professor, Biology
B.S., University of Houston
M.S., Texas A&M University

Norrell, Stacey E.
Professor/Clinical Coordinator, Dental Hygiene
A.A.S., Tyler Junior College
B.A.A.S., Texas A&M at Commerce

Odom, Clinton G.
Professor, Engineering Design Technology
A.A.S., Tyler Junior College
B.S., M.S., University of Texas at Tyler

Olivier, Elizabeth A.
Director/Department Chair, Occupational Therapy Assistant
B.S., University of Louisiana
M.H.S., Louisiana State University Health Science Center

Ott, Margaret
Professor, Biology
B.S., M.S., University of Alabama at Tuscaloosa
Ph.D., Stephen F Austin State University

Owens, Jeffrey
Professor, History
B.F.A., University of North Texas
M.A., University of Texas at Tyler
Ph.D., University of Louisiana

Owens, Rebecca A.
Professor, Geology
B.S., M.S., Texas A&M University

Oxler, Cora Jeanie
Professor, Vocal Music/Department Chair, Music
B.M., Hardin-Simmons University
M.M., Indiana University at Bloomington

Pace, Philana J.
Professor, Art
B.F.A., University of Texas at Tyler

Palmer, Danny W.
Professor, Health and Kinesiology/Head Football Coach
B.A., University of Southern Mississippi
M.Ed., Southeastern Oklahoma State University

Palmer, Mandy L.
Professor, English
B.A., M.A., Stephen F Austin State University

Parrish, Richard D.
Professor, English/Literature
B.A., University of Texas at Tyler
Ed.D., Texas A&M at Commerce
M.Ed., University of Texas at Tyler

Parsons, Douglas G.
Professor, Physics
B.S., Angelo State University
M.S., Stephen F Austin State University

Parsons, Kahne R.
Professor, History
A.A., Tyler Junior College
B.S., University of Texas at Tyler
M.A., University of New Orleans
Ph.D., Tulane University

Perry, Austin D.
Professor, Computer Information Systems
B.B.A., M.S., Texas A&M University

Perry, Jonathan Todd
Professor, Automotive Technology
A.A.S., Tyler Junior College
ASE-M, National Institute of Auto Service Excellence

Peterson, Karen L.
Professor, English
B.A., M.A., University of Texas at Tyler

Petillo, Danny L.
Professor, Heating, Air Conditioning and Refrigeration
A.A.S., Tyler Junior College

Phillips, Carla L.
Professor/Clinical Coordinator, Diagnostic Medical Sonography
A.A.S., Tyler Junior College

Pilgrim, Larry
Professor, Biology
B.S., M.S., Texas A&M at Commerce

Porter, Angela O.
Professor, Speech
A.A., Tyler Junior College
B.A., Stephen F Austin State University
M.A., University of Texas at Tyler

Powell, Erica N.
Professor/Department Chair, Learning Framework
B.A., M.Ed., Texas A&M University

Praytor, Charles D.
Professor, Piano/Music
B.M., M.M., University of Texas at Arlington

Provencher, Anne W.
Professor/Department Chair, Wellness and Exercise Specialist
B.S., University of Tennessee at Knoxville

Pyle, Mary E.
Professor, Criminal Justice
B.S., Kaplan University
M.S., Kaplan University

Rand, Sean A., Tony
Professor/Department Chair, Human Services
B.S.W., Texas Christian University
M.S.W., Trinity College

Ray, Grady D.
Professor, Government
B.A., M.A., Stephen F Austin State University
Ph.D., University of North Texas

Reynolds, Jenelle J.
Professor, TSI Mathematics
B.S., University of North Texas
M.S., Texas Woman's University

Richey, James D.
Professor/Department Chair, English
A.A., Northeast Texas Community College
B.A., Ed.D., M.A., Texas A&M at Commerce

Ringgold, David L.
Professor, Welding
A.A.S., Certificate, Tyler Junior College

Robbins, Steven L.
Professor/Co-Department Chair, Vision Care Technology
A.A., A.A.S., Certificate, Tyler Junior College
B.S., Le Tourneau University

Root, Robert L.
Professor, Chemistry
B.S., United States Military Academy
M.S., Texas A&M University

Rose, Corey M.
Professor, Health and Kinesiology/Women's Soccer Coach
B.S., Grace College
M.S., Midwestern State University

Ross, Madeleine G.
Professor, Philosophy/History
M.A., Ph.D., University of Edinburgh

Rozell, James F.
Professor, Biology
B.A., Austin College
M.S., University of North Texas

Rozell, James M.
Professor, Chemistry
A.A., Tyler Junior College
B.S., University of Texas at Austin
Ph.D., University of North Texas

Rucker, Earl Frank
Professor, Economics
B.A., M.Ed., Texas A&M at Commerce

Russell, Connie J.
Professional Development Specialist
B.S., Texas A&M at Commerce
M.Ed., Covenant College

Scarborough, Mary L.
Professor, Business
A.A., Tyler Junior College
B.B.A., M.B.A., University of Texas at Tyler

Schaefer, Jasilyn
Director, Apache Belles
A.A., Tyler Junior College
B.S., M.Ed., University of Texas at Tyler

Schick, Roland
Professor/Department Chair, Health and Kinsesiology
B.A., Oberlin College
M.Ed., University of Akron

Schmid, Louisa
Professor, Biology
B.S., M.S., Louisiana State University Health Science Center
D.V.M., Ph.D., University of Minnesota at Twin Cities

Scott, Mary Sue
Professor, TSI Reading
B.S., University of North Texas
M.Ed., University of Texas at Tyler

Seal, Jodi M.
Professor, Associate Degree Nursing
M.S.N., University of Texas at Tyler

Seaton, Sherry L.
Professor/Department Chair, Surgical Technology
A.A.S., Tyler Junior College
B.S.N., University of Texas at Tyler

Selman, Laramie Clint
Professor, Psychology
B.S., Baylor University
M.S., University of Texas at Tyler

Shayler, W Gary
Professor, Computer Information Systems
B.B.A., M.B.A. University of Oklahoma at Norman

Shirley, Carla A.
Professor, Associate Degree Nursing
A.S., Weber State University
B.S.N., College of Mount Saint Joseph
M.S.N., University of Texas at Arlington

Shirley, Ronda R.
Professor, Health and Kinesiology/ Volleyball Coach
A.A.S., The Brown Mackie College
B.A., Kentucky Wesleyan College

Sims, Sandra L.
Professor, Associate Degree Nursing
A.D.N., Belmont University
B.S.N., University of Phoenix
M.S.N., South University

Sitton, Lynn W.
Professor, Child Dev/elopment/Early Childhood/Department Chair, Child Development Services
B.S., M.Ed., University of Texas at Tyler

Sizemore, James T.
Professor, Physics
B.S., Washington State University
M.S., University of California at San Diego
Ph.D., Stanford University

Smith, Arthur G.
Professor, Government
B.A., City University of New York
M.A., University of Texas at Tyler

Smith, Lara K.
Professor, Speech/Department Chair, Speech, Theatre and Dance
B.B.S., Hardin-Simmons University
M.A., Baylor University

Spradlin, Deborah S.
Professor, TSI Reading
A.A., Tyler Junior College
B.S., M.Ed., Stephen F Austin State University

Stallings, Nathan D.
Professor/Department Chair, Radiologic Technology
A.A.S., Tyler Junior College
B.S., Le Tourneau University
M.S., University of Texas at Tyler

Starnes, Floyd D.
Professor, Mathematics/Engineering
B.S., Texas A&M University
B.S., M.S., University of Texas at Tyler

Steel, Pamela S.
Professor/Coordinator, Emergency Medical Service Professions
B.A., University of Tennessee at Knoxville

Stewart, Christopher D.
Professor/Department Chair, Art
B.F.A., Texas Tech University
M.F.A., University of Nebraska

Stewart, Desha S.
Professor, TSI Writing
B.A., Sul Ross State University
Certificate, University of Texas at Pan American

Stewart, Maria G.
Professor/Clinical Coordinator, Vocational Nursing Education
A.A.S., Certificate Vocational Nursing, Tyler Junior College

Stewart, Nancy J.
Professor, Dental Hygiene
A.S., Tyler Junior College
B.S., University of Texas at Tyler

Stewart, Rebecca J.
Professor/Coordinator, Visual Communications
A.A.S., Tyler Junior College
B.A.A.S., M.A., University of Texas at Tyler

Stiles, Bill M.
Professor, Heating, Air Conditioning and Refrigeration
A.A.S., Tyler Junior College
B.A., University of Texas at Austin
M.A., Stephen F Austin State University

Stine, Stephen B.
Professor, Economics/History/Government
B.S., Texas Tech University
M.A., The University of Memphis

Sturgill, Chevy T.
Professor, Automotive Technology
A.A.S., Tyler Junior College

Sullivan, Justin J.
Professor, Game and Simulation Development
B.A., Arizona State University

Swan, Loretta F.
Professor, Medical Office Management/ Department Chair, Health Administrative Services
B.S., Century College

Taylor, Shawn E.
Professor, TSI Mathematics/Coordinator, Non-Course Based Options
B.S., University of Texas at Tyler
M.S., Stephen F Austin State University

Tefteller, George
Professor, Mathematics
B.S., M.S., Texas A&M at Commerce

Terry, Glen C., Sandy
Professor, Health and Kinesiology/Men's and Women's Golf Coach
A.A., Tyler Junior College
B.S., M.Ed., Stephen F Austin State University
M.Ed., Tuskegee University

Thiel, Carla J.
Professor, English
B.A., M.A., University of Texas at Tyler

Thompson, Russell W.
Professor, Health and Kinesiology/ Assistant Football Coach
B.S., East Central University
M.S., West Texas A&M University

Thorn, Brent A.
Professor, Humanities and Philosophy
B.A., Texas A&M University
M.A., Southwestern Baptist Theological Seminary

Thornton, Charles A.
Professor, Geology
B.S., M.S., Texas A&M University

Tracy, Brittni N.
Professor, English
B.A., M.A., University of Texas at Tyler

Travis, Katrina M.
Professor/Clinical Coordinator, Radiologic Technology
A.A.S., Tyler Junior College
B.S., Midwestern State University

Trent, Andrea J.
Professor, Voice
B.M.Ed., Webster University
M.M., Southern Methodist University

Trent, Idalia H.
Professor, Chemistry B.S., University of Puerto Rico Ed.D., Texas A&M at Commerce

Unegbu, Ijeoma C., "EJ"
Professor, Learning Framework
A.A., Tyler Junior College
B.A., University of Texas at Arlington
M.S., University of Texas at Tyler

Wakeham, John R.
Professor, Automotive Technology
A.A.S., Tyler Junior College
Certificate, Trinity Valley Community College

Waldrop, Deborah A.
Professor, Associate Degree Nursing
B.S.N., M.S.N., University of Texas at Tyler

Walker, Larry R.
Professor, Mathematics
B.A., Franklin & Marshall College
M.A., Michigan State University

Wallace, George Burt
Professor/Coordinator, Heating, A/C and Refrigeration
B.S., University of Texas at Tyler

Waller, Jason B.
Acting Dean for Professional and Technical Programs
A.A.S., Tyler Junior College
B.S., M.S., University of Texas at Tyler

Wallis, Jenna E.
Professor/Program Coordinator, Dental Assisting
A.A.S., Tyler Junior College
B.A., University of North Texas

Ward, Melanie G.
Professor, TSI Reading/QEP Faculty Liaison
A.S., Tyler Junior College
B.S., M.Ed., University of Texas at Tyler

Weatherly-Green, Denise K.
Professor, Theatre
A.A., Williams Baptist College
B.F.A., M.A., Arkansas State University

Weaver, Paula J.
Professor, Associate Degree Nursing (Jacksonville)
B.A., B.S.N., M.S.N., University of Texas at Austin

Webster, Otis S.
Professor, Psychology
B.S., Wiley College
Ed.D., M.Ed., Texas A&M at Commerce

Welch, Deborah J.
Professor/Department Chair, Business/ Business Management
B.S., M.A., Texas Woman's University

Whetzel, Rodney J.
Professor/Department Chair, Chemistry
B.S., Stanford University
M.S., University of North Carolina

White, Derrick R.
Professor, Art
B.F.A., M.F.A., University of North Texas

White, Jeanette L.
Professor, Medical Office Management
A.A., Kilgore College
B.B.A., Stephen F Austin State University

Wideman, Shanita L.
Professor, Associate Degree Nursing
B.S.N., Prairie View A&M University
M.S.N., University of Texas at Tyler

Wiebe, Shurrell
Professor, Dance
A.A., Kilgore College
B.A., University of Texas at Tyler

Willbanks, Geoffrey B.
Professor, History/Government/Department Chair, Social Sciences
A.A., Tyler Junior College
B.A., M.A., University of Texas at Tyler

Williams, Patti M.
Professor/Coordinator, Surveying and Mapping Technology
A.A.S., Tyler Junior College Registered Professional Land Surveyor, Texas Board of Professional Land Surveyors

Willingham, Katherine W.
Professor, Computer Information Systems
B.S., Oklahoma State University at Oklahoma City
M.B.A., Oklahoma City University

Wilson, Jennifer G.
Professor, Associate Degree Nursing
B.S.N., Angelo State University
M.S.N., Western Governors University

Wilson, Kathy A.
Professor, Associate Degree Nursing
B.S.N., University of Nebraska
M.S.N., Texas Woman's University

Wren, James Doug
Professor, Health and Kinesiology/Head Baseball Coach
B.S., Howard Payne University
M.Ed., University of Texas at Tyler

Wright, Nicole R.
Professor/Coordinator, Health Information Technology
B.S., Louisiana Tech University

Wylie, Torrey A.
Professor, Visual Communications
A.A., Kilgore College
B.A., University of North Texas

Adjunct Professors

Abbott, Janell P.
Adjunct Professor, Mathematics
B.S., M.S., Texas A&M at Commerce

Adams, Jennifer J.
Adjunct Professor, Respiratory Care
A.A.S., Tyler Junior College

Adams, Richard A.
Adjunct Professor, Emergency Medical Service Professions
A.A.S., El Centro College

Adcock, Beth A.
Adjunct Professor, Surveying
B.S., University of Texas at Tyler

Agnew, Larry D.
Adjunct Professor, Health and Kinesiology
B.S., M.S., University of Texas at Tyler

Akin, Jeffrey M.
Adjunct Professor, Fire Protection Technology
A.A.S., Tyler Junior College

Albertson, Debra L.
Adjunct Professor, TSI Mathematics
B.S., Stephen F Austin State University
M.S., University of Texas at Tyler

Albright, Jeanne
Adjunct Professor, Speech
B.A., M.S., Vanderbilt University

Albright, Maria D.
Adjunct Professor, TSI Writing
B.A., University of Dallas

Allemang, Zabrina N.
Adjunct Professor, Emergency Medical Service Professions
A.A.S., Tyler Junior College

Allen, Teresa A.
Adjunct Professor, Business
A.A., Tyler Junior College
B.B.A., M.B.A, University of Texas at Tyler

Almendarez, Benjamin S.
Adjunct Professor, Music
B.M., M.M., Stephen F Austin State University

Amerson, Cynthia L.
Adjunct Professor, Associate Degree Nursing
M.S., Texas A&M at Commerce M.S.N., University of Texas at Tyler

Anderson, Shelby E.
Adjunct Professor, Dance
A.A., Tyler Junior College
B.S., Stephen F Austin State University

Archer, Kassie R.
Adjunct Professor, Mathematics
B.S., College of William and Mary
Ph.D., Dartmouth College

Arthus, Wendy D.
Adjunct Professor, Dental Hygiene
A.A.S., Tyler Junior College

Bailey, Barbara A.
Adjunct Professor, Medical Office Management
A.S., Tyler Junior College
B.S.N., University of Texas at Tyler

Bailey, Jason D.
Adjunct Professor, English
B.A., M.A., University of Texas at Tyler

Bailey, Jennifer
Adjunct Professor, Dance
B.A., La Roche College

Barham, Geneva S.
Adjunct Professor, Behavorial Science
M.S., University of Oklahoma at Norman

Barnes, Lethan Alan
Adjunct Professor, English
B.S., M.A., Texas A&M University
Ed.D., Texas A&M at Commerce

Bateman, Susan S.
Adjunct Professor, Speech
B.A., M.A., Baylor University

Beck, Pamela G.
Adjunct Professor, Mathematics
B.S., Stephen F Austin State University
M.Ed., University of Texas at Tyler

Bell, Micah L.
Adjunct Professor, Music
B.M., M.M., Texas Christian University

Bennett, Margaret E.
Adjunct Professor, Music
B.A., University of North Texas

Berryman, Brent A.
Adjunct Professor, Engineering Design Technology
A.A., Tyler Junior College
B.B.A., M.S., University of Texas at Tyler

Bice, Arlie R.
Adjunct Professor, History
B.A., University of Houston at Clear Lake
M.A., University of Texas at Tyler

Bice, Delisa L.
Adjunct Professor, Speech
B.A., Sam Houston State University
M.A.H., University of Houston at Clear Lake

Billings, Angela D.
Adjunct Professor, English
B.B.A., M.A., University of Texas at Tyler

Bishop, Michael D.
Adjunct Professor, Criminal Justice
B.S., University of Texas at Tyler
Certificate, University of North Texas
M.B.A., Le Tourneau University

Bizzell, Elisa M.
Adjunct Professor, English
B.A., M.A., Stephen F Austin State University

Black, Ty B.
Adjunct Supervising Dentist
D.D.S., University of Texas Health Science Center at Houston

Blount, Marsha L.
Adjunct Professor, Learning Framework
B.A., Ed.D., M.Ed., Stephen F Austin State University

Boeckman, Aundra L.
Adjunct Professor, Communications/Speech
B.A., Henderson State University
M.A., Southwestern Baptist Theological Seminary

Bombyk, Mark A.
Adjunct Professor, Business
M.S., Walsh College

Boyd, Cherith L.
Adjunct Professor, Dental Hygiene
A.A.S., Tyler Junior College

Brandenburg, Greg L.
Adjunct Professor, Computer Information
Systems B.S., Dallas Baptist University

Brightwell, Carol S.
Adjunct Professor, Dental Hygiene
A.A.S., Tyler Junior College
B.S., Almeda University

Brody, Kimathy L.
Adjunct Professor, English
B.A., University of Missouri at Kansas City M.A., Central Missouri State University

Brooks, Shelby E.
Adjunct Professor, Mathematics
B.A., San Diego State University
M.Ed., University of Texas at Tyler

Brown, Leah R.
Adjunct Professor, Music
B.F.A., M.A., University of Texas at Tyler

Broyles, Cristopher D.
Adjunct Professor, English
M.A., Wright State University

Brunson, Patricia A.
Adjunct Professor, Biology
B.S., Stephen F Austin State University
M.S., Lamar University

Bryce-Cotes, Thereza A.
Adjunct Professor, Dance

Bunger, Michael T.
Adjunct Professor, Biology
B.S., West Texas A&M University
M.S., University of Texas at San Antonio

Burleson, William M.
Adjunct Professor, English
B.A., University of Texas at Tyler

Butts, Robert H.
Adjunct Professor, Social Sciences
B.A., University of Oklahoma at Norman
J.D., Oklahoma City University
M.S., Texas A&M at Commerce

Caldwell, Janice C.
Adjunct Professor, Speech
B.A., M.A., Stephen F Austin State University

Campbell, Sharon A.
Adjunct Professor, Mathematics
B.A., M.S., Stephen F Austin State University

Cannon, Windy L.
Adjunct Professor, Medical Laboratory Technology
B.S., University of Texas at Tyler

Carter, Jill N.
Adjunct Professor, History
A.A., Tyler Junior College
B.A., M.A., University of Texas at Tyler

Caruso, Kleanthe C.
Adjunct Professor, Associate Degree Nursing
B.S.N., M.S.N., University of Texas Medical Branch

Casey, Patty
Adjunct Professor, TSI Writing
A.A., Tyler Junior College
B.S., University of Texas at Tyler

Chain, Chastadee J.
Adjunct Professor, English
B.A., M.A., University of Texas at Tyler

Champagne, Rae C.
Adjunct Professor, English
B.A., Louisiana College
M.A., University of Louisiana
Ph.D., University of Texas at Dallas

Chappa, Julie A.
Adjunct Professor, Mathematics
B.A., University of North Texas
M.Ed., University of Texas at Tyler

Clark, Robyn
Adjunct Professor, Mathematics
M.S., Stephen F Austin State University

Clemmons, Sally S.
Adjunct Professor, Medical Office Management
B.S., Louisiana Tech University

Coker, Janie K.
Adjunct Professor, Mathematics
B.S., Texas Christian University
M.S., Stephen F Austin State University

Comstock, Stephanie
Adjunct Professor, Mathematics
A.A., Tyler Junior College
B.S., M.S., University of Texas at Tyler

Conger, Ann
Adjunct Professor, Power Plant Technology
B.S., Stephen F Austin State University

Cook, Christopher R.
Adjunst Professor, Psychology
B.S., M.A., Le Tourneau University

Coon, Sylvia L.
Adjunct Professor, Biology
B.S., Stephen F Austin State University
M.Ed., University of Texas at Tyler

Cooper, Kelli D.
Adjunct Professor, Applied Music/Piano
B.F.A., University of Texas at Tyler
M.M.Ed., University of Oklahoma at Norman

Cooper, Lori L.
Adjunct Professor, Visual Communications
A.A.S., Tyler Junior College
B.A.A.S., University of Texas at Tyler

Corn, Carolyn J.
Adjunct Professor, Biology Laboratory
B.S., Texas Woman's University

Coss, Eraclio
Adjunct Professor, Heating, Air Conditioning and Refrigeration
A.A.S., Tyler Junior College

Cowan, Terry D.
Adjunct Professor, History
B.S., University of Texas at Austin
M.A., University of Texas at Tyler

Cox, Charles H.
Adjunct Professor, Dental Hygiene
B.A., Hardin-Simmons University
D.D.S., Baylor University

Cox, Dwayne M.
Adjunct Professor, Human Services
B.B.A., Texas Tech University

Crawford, Ana K.
Adjunct Supervising Dentist
B.S., Harding University
D.D.S., Texas A&M University-Baylor College of Medicine

Creason, Charlotte E.
Adjunct Professor, Health Information Technology
B.S., Southwestern Oklahoma State University

Crist, Heather
Adjunct Professor, Dental Hygiene
A.A.S., Tyler Junior College

Davis, Wilma K.
Adjunct Professor, TSI Mathematics
B.A., Sam Houston State University
M.Ed., University of Houston

Deibert, Stephanie A.
Adjunct Professor, Sign Language
A.A., Tyler Junior College
B.A., M.A., University of Texas at Tyler

Dobson, Jesse L.
Adjunct Professor, English
M.A., University of Texas at Tyler

Donahue, Deborah
Adjunct Professor, Emergency Medical Service Professions
A.A., A.A.S., Tyler Junior College

Draganov, Torri A.
Adjunct Professor, Chemistry
A.S., Saddleback College
B.S., M.S., University of California at Irvine

Draschil, Thomas A.
Adjunct Professor, Social Sciences
B.A., J.D., Brigham Young University

Dullard, Marie L.
Adjunct Professor, Learning Framework
B.S.E., East Texas Baptist University
M.Ed., University of North Texas

Dyer, Glen C.
Adjunct Professor, Dental Hygiene
D.D.S., University of Texas Medical Branch

Echols, Sherrill W.
Adjunct Professor, Learning Framework
B.A., M.S., Baylor University

Elbert, Donald L.
Adjunct Professor, Emergency Medical Service Professions
Licensed Paramedic, Texas Department of Health

Elliott, Barney C.
Adjunct Professor, Mathematics
B.A., University of Texas at Austin
M.S., Texas A&M at Commerce

Elliott, Verica M.
Adjunct Professor, Government
B.S., M.A., University of Texas at Tyler

Fielding, Marilyn E.
Adjunct Professor, Associate Degree Nursing
A.A., Tyler Junior College
B.S.N., M.S. University of Texas at Tyler

Fillion, Cheryl E.
Adjunct Professor, Psychology
B.A., University of Wisconsin at Green Bay
M.S., Texas A&M at Commerce
M.S., University of North Texas

Findley, Paul L.
Adjunct Professor, Emergency Medical Service Professions/Resp Care/Fire Protection Tech
A.S., Jacksonville College

Forester, Ruth A.
Adjunct Professor, Medical Office Management
A.A.S., Oregon Institute of Technology
B.A.A.S., M.S., University of Texas at Tyler

Forson, Luann D.
Adjunct Professor, Respiratory Care
A.A.S., Tyler Junior College

Foster, Sherrilleta A.
Adjunct Professor, History
B.A., M.A., Arkansas Tech University

Fowler, Cory D.
Adjunct Professor, Air Conditioning and Refrigeration
A.A.S., Tyler Junior College

Francis, Nancy M.
Adjunct Professor, Business
B.B.A., Stephen F Austin State University
M.B.A., University of Texas at Tyler

Gaertner, Catherine E.
Adjunct Professor, Theatre
B.A., West Texas A&M University
M.A., University of Houston

Gatewood, Andrew F.
Adjunct Professor, Computer Information Systems
Certificate, University of North Texas

Gatewood, Padrah C.
Adjunct Professor, Foreign Language
B.A., Florida State University
M.A., Michigan State University

Germany, Jeanette M.
Adjunct Professor, Communications
A.A., Tyler Junior College
B.A., M.A., University of Texas at Tyler

Gist, Pamela R.
Adjunct Professor, English
B.A., M.A., University of Texas at Arlington

Glanton, Rodney K.
Adjunct Professor, TSI Mathematics
B.A., University of Texas at Tyler

Gomez, Melinda J.
Adjunct Professor, TSI Writing
B.S., University of Texas at El Paso
M.Ed., University of Texas at Tyler

Gray, Lynn D.
Adjunct Professor, Biology
B.S., M.S., Stephen F Austin State University
Ph.D., Texas A&M University

Grayson, Melinda C.
Adjunct Professor, Associate Degree Nursing
B.S.N., University of Oklahoma at Norman
M.S., Texas Woman's University

Griffin, Sara J.
Adjunct Professor, Vocational Nursing Education
B.S.N., University of Texas at Tyler
Certificate Vocational Nursing, Tyler Junior College

Grinnell, Michael F.
Adjunct Professor, Music
M.M., Texas Tech University

Grona, Patrick W.
Adjunct Professor, Sign Language
B.S., John Brown University
M.A., Texas Woman's University

Grona, Susan E.
Adjunct Professor, Sign Language
B.S., Texas Woman's University

Gutierrez, Carlos A.
Adjunct Professor, Foreign Language
M.A., Texas A&M at Commerce

Hageman, Mark E.
Adjunct Professor, Learning Framework
B.S., Stephen F Austin State University
M.A., Trident University International

Hail, Amanda M.
Adjunct Professor, Behavorial Science
B.A., M.S., University of Texas at Tyler

Hall, Dwight W.
Adjunct Professor, History
B.A., University of Texas at Tyler
M.A., American Public University

Hall, Teresa Nickie
Adjunct Clinical Professor, Dental Hygiene
A.A.S., Tyler Junior College

Hampton, Adrienne E.
Adjunct Professor, Communications
B.S., M.A., University of Texas at Tyler

Hamrick, Dana L.
Adjunct Professor, Psychology
B.S., Texas A&M University
M.A., University of Texas at Tyler

Hardy, Jeffrey Bowen
Adjunct Professor, Art
B.F.A., Texas Christian University
M.A., M.F.A., Stephen F Austin State University

Hartman, Angela J.
Adjunct Professor, Spanish
B.A., University of Texas at Tyler
M.A., Middlebury College

Hathcote, Andrea R.
Adjunct Professor, Learning Framework
B.A., University of Texas at Tyler
M.Ed., Stephen F Austin State University
Ph.D., University of North Texas

Hebron, Lucy L.
Adjunct Professor, Paralegal
B.A., Hardin-Simmons University
J.D., University of Houston

Hector, Janel S.
Adjunct Professor, Chemistry
B.A., Depaul University
Ph.D., Michigan State University

Herring-Dawson, Amy R.
Adjunct Professor, Theatre
A.A., Tyler Junior College
B.A., Angelo State University

Herrington, Joel N.
Adjunct Professor, Social Sciences
B.S., East Texas Baptist University
M.A., Stephen F Austin State University

Herschbach, Fred J.
Adjunct Professor, German German
Doctorate, University of Kansas

Hicks, Jennifer S.
Adjunct Professor, Speech
B.S., M.A., University of Texas at Tyler

Hobbs, Elizabeth K.
Adjunct Professor, Associate Degree Nursing
B.S.N., East Texas Baptist University
M.B.A., M.S.N., University of Texas at Tyler

Holcomb, Curtis D.
Adjunct Professor, Mathematics
M.A., University of Alabama at Tuscaloosa

Holcomb, Jeri G.
Adjunct Professor, Speech
B.S., Jacksonville State University
M.A., University of Alabama at Tuscaloosa

Holland, Taylor H.
Adjunct Clinical Dentist
D.D.S., Baylor University

Hood, Cheryl J.
Adjunct Professor, Education
B.A., M.A., University of Texas at Tyler

Horton, Christina M.
Adjunct Professor, Dental Hygiene
A.A.S., Trinity Valley Community College
A.A.S., Tyler Junior College

Horton, Linda
Adjunct Professor, Biology
B.S., M.S., Stephen F Austin State University

Howard, Timothy C.
Director,Education/Clinical Services,EMSP/Adjunct Prof, EMSP
B.S., East Texas Baptist University

Huddleston, Jessica A.
Adjunct Professor, Mathematics
B.S., M.S., University of Texas at Tyler
M.S., Stephen F Austin State University

Huffer, Amanda S.
Adjunct Professor, English
B.A., M.A., Sam Houston State University

Humphrey, Judy E.
Adjunct Professor, Social Sciences
B.A., California State University
M.S., Texas A&M University at Texarkana

Hurley, Dennis J.
Adjunct Professor, Government
B.A., M.A., University of Texas at Tyler

Hyatt, David E.
Adjunct Professor, Chemistry
B.A., Colgate University
M.S., Ph.D., University of Illinois

Ingram, Joseph P.
Adjunct Professor, Behavioral Science
B.A., M.S., Lamar University

Ivey, Carol B.
Adjunct Professor, Music
B.M.Ed., Drake University
M.A., Bob Jones University

Jackson, Kristen M.
Adjunct Professor, TSI Writing
B.A., University of Houston
M.A., University of Texas at Tyler

James, Walter F.
Adjunct Professor, Art
B.F.A., M.F.A, University of Texas at Austin

Jarrell, Susan K.
Adjunct Professor, Learning Framework
B.S., M.Ed., Lamar University

Johnson, Grace E.
Adjunct Professor, Music
B.M., Ouachita Baptist University
M.M., University of North Texas

Johnson, Jill A.
Adjunct Professor, English
B.A., M.A., Liberty University

Jones, Mark C.
Adjunct Professor, English
English Doctorate, Samford University

Jones, Yayoi S.
Adjunct Professor, Dance
A.A., Kilgore College
B.F.A., Sam Houston State University

Keane, Linda R.
Adjunct Professor, Art
B.S., Texas A&M at Commerce
M.A., University of Texas at Tyler
M.F.A., Stephen F Austin State University

Kemper, Rebecca J.
Adjunct Professor, Foreign Language
M.A.T., Georgia State University

Killian, Christine L.
Adjunct Professor, Art
B.A., M.A., University of Houston at Clear Lake

Killingsworth, William W.
Adjunct Professor, Engineering Design Technology
B.S., University of Texas at Tyler

Kindle, Carolyn L.
Adjunct Professor, TSI Mathematics
B.S., Stephen F Austin State University

King, James W.
Adjunct Professor, Welding Technology
A.A.S., Tyler Junior College
Certificate, Texas State Technical College

King, Jennifer Kelly
Adjunct Professor, Business
M.B.A., Texas A&M University

Kirkpatrick, Ivy E. Gene
Adjunct Professor, History
B.A., Louisiana Tech University
M.Div., Southwestern Baptist Theological Seminary
Ph.D., Texas Christian University

Kitchens, Paula H.
Adjunct Professor, Dental Hygiene
B.S., Southwestern Oklahoma State University

Klein, Robert G.
Adjunct Professor, Biology
B.S., M.S., Angelo State University

Kravetz, Melissa L.
Adjunct Clinical Professor, Dental Hygiene
B.S., Texas Woman's University

Krumm, Lisa A.
Adjunct Professor, Social Sciences
B.A., M.A., University of Texas at Tyler

Kumamoto, Yuki
Adjunct Professor, Piano
M.M., Stephen F Austin State University

Kutach, Ashley L.
Adjunct Professor, Speech
B.A., M.A., Texas State University

Lacefield, Sheron
Adjunct Professor, Psychology
B.A., M.A., M.Ed., Northwestern State University

Landers, Carolyn
Adjunct Professor, English
B.A., University of Texas at Dallas
M.A., University of Texas at Tyler

Langham, Robert B.
Adjunct Professor, Graphic Design
B.A., Sam Houston State University

Lawson, Anthony T.
Adjunct Professor, Behavorial Science
B.S., Southwestern Assemblies of God
M.A., University of Texas at Tyler

Lee, Amber M.
Adjunct Professor, Mathematics
B.S., M.S., University of Texas at Tyler

Leonard, Judith B.
Adjunct Professor, TSI Mathematics
A.B., Wheaton College
M.A., University of Texas at Dallas

Lloyd, Tina M.
Adjunct Professor, Behavioral Science
B.S., University of Missouri at Kansas City
M.A., PSY.D., University of the Rockies

Love, Jessie M.
Adjunct Professor, Emergency Medical Service Professions
A.A., Certificate, Tyler Junior College

Maples, Anna J.
Adjunct Professor, English
B.A., M.A., University of Texas at Tyler

Marsh, E Dewayne
Adjunct Clinical Professor, Respiratory Care
A.A.S., Certificate, Tyler Junior College

Marsh, Thomas M.
Adjunct Professor, Social Sciences
B.A., University of North Texas
M.A., University of Texas at Tyler

Mason, Laura R.
Adjunct Professor, Emergency Medical Service Professions/Fire Protection Technology
Certificate, Tyler Junior College

McCown, Shauna R.
Adjunct Professor, TSI Mathematics
B.S., Louisiana Tech University

McDermott, Paula K.
Adjunct Professor, Art
B.F.A., M.F.A, University of Texas at Tyler

McGaha, Zelia S.
Adjunct Professor, Biology
B.S., East Central University
M.S., University of Texas at Tyler

McMinn, Candice Paige
Adjunct Professor, Speech
B.S., M.A., University of Texas at Tyler

McNiel, Carl E.
Adjunct Professor, Government/History
B.A., Stephen F Austin State University
M.A., Texas A&M at Commerce

Miles, Noah J.
Adjunct Professor, English and Foreign Language
B.A., M.A., University of Iowa

Miller, Casey L.
Adjunct Professor, Speech
B.F.A., Sam Houston State University
M.A., University of Texas at Tyler

Miller, Melanie K.
Adjunct Professor, Reading/Developmental Education
B.S., M.Ed., University of Texas at Tyler
Ed.D., Sam Houston State University

Mills, Jeffrey L.
Adjunct Professor, Graphic Design
A.A.S., Tyler Junior College
B.S., University of Texas at Tyler

Mills, Susan E.
Adjunct Professor, Sociology
A.S., Tyler Junior College
B.S., M.S., University of Texas at Tyler

Mink, Janice G.
Adjunct Professor, Associate Degree Nursing
B.S.N., M.S.N., University of Texas at Tyler

Mogle, John Danny
Adjunct Professor, Communications
A.A., Tyler Junior College
B.A., University of Texas at Austin

Moore, Stephen L.
Adjunct Professor, Emergency Medical Service Professions
A.A., A.S., University of Hawaii at Honolulu
B.A., Amberton University
Certificate, Trinity Valley Community College

Morgan, Gary W.
Adjunct Professor, Paralegal
B.B.A., Texas A&M at Commerce
J.D., South Texas College of Law

Morrow, Kala D.
Adjunct Professor, Social Sciences
A.S., Cedar Valley College
B.S., M.S., University of Texas at Tyler

Mullenax, John W.
Adjunct Professor, Air Conditioning and Refrigeration
A.A.S., Tyler Junior College

Nash, Max
Adjunct Professor, Psychology/Sociology
A.A., A.A.S., Tyler Junior College
B.S., M.A., M.S., University of Texas at Tyler
Ed.D., Texas A&M at Commerce

Nettleton, Tracey J.
Adjunct Professor, Mathematics
B.S., M.S., University of Texas at Tyler

Nicolardi, Paul C.
Adjunct Professor, TSI Mathematics
B.S., University of Texas at Austin

Norrell, Karly S.
Adjunct Professor, TSI Mathematics
B.S., University of Texas at Dallas

Norris, Limuel W.
Adjunct Professor, Social Sciences
B.A., M.B.S., Southeastern Oklahoma State University

Ogilvie, Jessica J.
Adjunct Professor, Music
B.M., University of Texas at Tyler
M.M., University of North Texas

Olejnik, Leigh Ann
Adjunct Professor, English
B.A., Nichols College
M.A., University of Texas at Tyler

Orlowski, Karen D.
Adjunct Professor, Biology
B.S., M.S., Stephen F Austin State University

Parham, Gregory D.
Adjunct Professor, Learning Framework
B.A., Lubbock Christian University
M.S., Texas A&M at Commerce

Park, Hong-Kyu
Adjunct Professor, Social Sciences
B.A., Kentucky Wesleyan College
M.A., University of Tennesse at Knoxville
Ph.D., University of North Texas

Parnell, Dawn B.
Adjunct Professor, Speech
B.A., M.S., University of North Texas

Payne, Jamie M.
Adjunct Professor, Visual Communications
A.A.S., Tyler Junior College

Perkins, William A.
Adjunct Professor, English
B.S., M.U.R.P.L., Texas A&M University
M.A., University of Texas at Tyler

Perry, Lauren D.
Adjunct Professor, Behavorial Science
B.A., University of Texas at Austin
M.A., University of Texas at Tyler

Peters, Jessica A.
Adjunct Professor, Speech
B.S., West Texas A&M University

Peters, Robert K.
Adjunct Professor, Social Sciences
B.A., Texas Christian University
M.A., Stephen F Austin State University
Ph.D., University of Texas at Austin

Pickle, Merwyn G.
Adjunct Clinical Dentist
D.D.S., University of Texas Health Science Center at Houston

Pilgrim, Judith A.
Adjunct Professor, Biology
M.S., Stephen F Austin State University

Pinto Ribeiro, Bruno A.
Adjunct Professor, Music
M.M., Stephen F Austin State University

Pottorff-Croghan, Patricia
Adjunct Professor, Learning Framework
B.G.S., University of Nebraska at Omaha
M.Ed., Tarleton State University

Powell, John D.
Adjunct Professor, History
B.A., Miami University
J.D., University of Texas at Austin
M.A., University of Texas at Tyler

Preast, Katie L.
Adjunct Professor, Mathematics
B.S., M.S., University of Texas at Tyler

Presley, Lucinda H.
Adjunct Professor, Art
M.A.I.S., University of Texas at Tyler

Prince, Khristie N.
Adjunct Professor, Speech
B.A., Xavier University of Louisiana
M.S., University of North Texas

Quarles, Judd H.
Adjunct Professor, Social Sciences
B.S., M.A., University of Texas at Tyler

Ragsdale, Walter B.
Adjunct Professor, Mathematics
B.S., M.S., Texas A&M at Commerce

Ramsey, Monica Renee'
Adjunct Professor, English
B.A., Texas A&M University
M.Ed., University of Texas at Tyler

Ratcliff, Amanda J.
Adjunct Professor, Speech
B.S., University of Texas at Tyler
M.S., University of North Texas

Reed, Justin L.
Adjunct Professor, Emergency Medical Service Professions
A.A.S., Tyler Junior College

Rendon, Nancy L.
Adjunct Professor, Health Information Technology
B.S., Texas State University

Richardson, Amanda M.
Adjunct Professor, Dental Hygiene
A.A.S., Tyler Junior College

Richardson, Marsha I.
Adjunct Professor, Reading/Developmental Education
B.A., M.Ed., Stephen F Austin State University

Richbourg, Alan M.
Adjunct Professor, Foreign Language
M.A., Middlebury College

Roark, James H.
Adjunct Professor, Business
M.S., Texas A&M University

Row, Jamie D.
Adjunct Clinical Professor, Dental Hygiene
A.A.S., Tyler Junior College

Rozell, Paula J.
Adjunct Professor, Art
B.S., M.A., University of Texas at Tyler

Rucker, Bobbye J.
Adjunct Professor, Speech
M.A., University of Texas at Tyler

Rumbley, Philip L.
Adjunct Professor, Music
B.A., University of Texas at Dallas

Rumfield, Linda M.
Adjunct Professor, Graphic Design
A.A.A.S., Kilgore College
B.B., Le Tourneau University

Sanchez, Charles M.
Adjunct Professor, Graphic Design
A.A.S., Tyler Junior College

Sanders, Talitha J.
Adjunct Professor, Emergency Medical Service Professions Skills
A.S., Certificate, Tyler Junior College

Schodowski, Timothy
Adjunct Professor, Music
B.M.Ed., Henderson State University
M.M., Texas A&M at Commerce

Schroeder, Erin D.
Adjunct Professor, Graphic Design
A.A.S., Tyler Junior College

Scott, David W.
Adjunct Professor, English
B.A., Texas Tech University
M.A., University of Texas at Arlington

Seale, Stephen E.
Adjunct Professor, History
B.A., Tennessee Temple University
M.A., American Public University

Selman, Lila A.
Adjunct Professor, Respiratory Care
A.A.S., Tyler Junior College
B.A., Baylor University

Shaw, Randi L.
Adjunct Professor, English
B.S., Texas A&M at Commerce
M.A., University of Texas at Tyler

Shelton, Kenneth R.
Adjunct Professor, Workforce Information Technology
A.A.S., Tyler Junior College

Sherman, Antoinette R.
Adjunct Professor, Respiratory Care
A.A.S., Tyler Junior College

Showen, Keith W.
Adjunct Professor, English
B.A., M.A., University of Texas at Tyler

Slaughter, Amanda C.
Adjunct Professor, Art
B.F.A., University of Texas at Tyler
M.A., Stephen F Austin State University

Smith, Christopher L.
Adjunct Professor, Psychology/Sociology
B.S., North Dakota State University
M.A., South Dakota State University

Smith, Darren D.
Adjunct Professor, Respiratory Care
A.A.S., Tyler Junior College

Smith, Jean M.
Adjunct Professor, English
B.S., University of North Texas
M.A., University of Texas at Tyler

Smith, Matthew Brent
Adjunct Professor, Law Enforcement/Fire Protection Tech
A.A.S., Tyler Junior College
B.B.A., Le Tourneau University

Smith, Richard K.
Adjunct Professor, Respiratory Care
A.A.S., Tyler Junior College
B.S., University of Texas at Tyler

Smith, Sandra S.
Adjunct Professor, English/Developmental Education
B.S., M.A., University of Texas at Tyler

Smith, Shelle W.
Adjunct Professor, Biology
B.S., Texas A&M at Commerce
M.S., Texas A&M University

Smith, Susan L.
Adjunct Professor, TSI Mathematics
B.S., State University of New York
M.S., Nova Southeastern University

Somervill, Winona R.
Adjunct Professor, Sociology
B.A., Wayland Baptist University
M.A., Texas Tech University
M.R.E., Southern Seminary College
Ph.D., University of North Texas

Spell, Pamela A.
Adjunct Professor, English
B.A., Lubbock Christian University
B.A., Sam Houston State University
M.A., University of Texas at Tyler

Stacy, Pamela R.
Adjunct Professor, Associate Degree Nursing
A.A.S., Odessa College
B.S.N., M.S.N., Texas Tech University--Health Sciences Center

Starkey, Scotty D.
Adjunct Professor, Computer Information Systems
A.A.S., Tyler Junior College

Stewart, Lonna C.
Adjunct Professor, Foreign Language
B.A., Auburn University
M.A., University of California at Santa Barbara

Stewart, Michael D.
Adjunct Professor, Social Sciences
B.A., M.S., University of North Texas

Stirling, Anthony J.
Adjunct Professor, Air Conditioning and Refrigeration
A.A.S., Tyler Junior College

Stith, Melissa A.
Adjunct Professor, English
B.S.E., Missouri Southern State College
M.Ed., University of Texas at Tyler

Stokes, James J.
Adjunct Professor, Speech
B.A., Harding University
M.M.Ed., Northwestern State University

Stokes, Shalanda W.
Adjunct Professor, Vocational Nursing Education
A.D.N., Certificate, Tyler Junior College

Sunday, Montie R.
Adjunct Professor, English
B.A., M.Ed., Stephen F Austin State University

Sutherland, Jason D.
Adjunct Professor, Chemistry Laboratory
B.S., Texas A&M at Commerce

Tabu, Whithende M. Richard
Adjunct Professor, Computer Information Systems
A.A.S., Dallas County Community College
B.S., M.S., University of Texas at Dallas
Ph.D., Nova Southeastern University

Theriot, Pamela J.
Adjunct Professor, English
M.A., University of Texas at Tyler

Trammell, Michelle L.
Adjunct Clinical Professor, Dental Hygiene
A.S., Tyler Junior College

Travis, Michael K.
Adjunct Professor, English
B.A., Stephen F Austin State University
M.A., University of Texas at Dallas

Traweek, John A. Tony
Adjunct Professor, Sociology
B.A., University of Saint Thomas
M.A., Sam Houston State University

Trent, Landon S.
Adjunct Professor, History
B.A., M.A., University of Texas at Tyler

Troxell, Rhonda K.
Adjunct Professor, Community Health Worker
A.A., Tyler Junior College

Turney, Bettye L.
Adjunct Professor, Biology
B.S., M.S., Stephen F Austin State University

Tutt, Karen D.
Adjunct Professor, Child Development/ Early Childhood
B.S., M.Ed., University of Texas at Tyler

Urbina, Gabriel
Adjunct Professor, Graphic Design
A.A.S., Tyler Junior College

Varvel, Matthew P.
Adjunct Professor, English
B.A., M.A., Angelo State University

Veitch, Barbara L.
Adjunct Professor, Learning Framework
A.A., Tyler Junior College
B.A., University of Texas at Tyler
Ed.D., M.S., Texas A&M at Commerce

Vinson, Danny S.
Adjunct Professor, Music
B.M., University of North Texas
B.S., University of Illinois

Wade, Kiera J.
Adjunct Professor, Speech
B.A., M.Ed., University of North Texas

Wade, Marcus L.
Adjunct Professor, Human Services
B.S., University of Texas at Tyler
M.S.W., Stephen F Austin State University

Wade, Pamela W.
Adjunct Professor, Dental Hygiene
B.S., Baylor University
M.S., Stephen F Austin State University

Wait, Jared M.
Adjunct Professor, Social Sciences
B.A., Texas A&M University
B.A., M.A., University of Texas at Tyler

Waits, Nancy J.
Adjunct Professor, Chemistry
B.S., Texas A&M University
B.S., University of Texas at Tyler
M.Ed., Stephen F Austin State University

Waldon, Julie A.
Adjunct Professor, English
B.A., Texas A&M University
M.A., University of North Texas
M.A., University of Oklahoma at Norman

Walker, Cynthia J.
Adjunct Professor, Business
B.B.A., M.S., Texas A&M University

Walker, Hal R.
Adjunct Professor, Fire Protection Technology
B.S., Texas A&M University

Walker, James W.
Adjunct Professor, Biology
B.S., M.S., Texas A&M at Commerce

Waller, Ricky
Adjunct Professor, Law Enforcement
M.S., University of Texas at Tyler

Walsh, Robert D.
Adjunct Professor, Mathematics
B.S., Michigan State University
M.Ed., University of Texas at Tyler

Ward, Maria D.
Adjunct Professor, Vocational Nursing Education
A.A.S., Certificate Vocational Nursing, Tyler Junior College

Ward, Michael K.
Adjunct Professor, Learning Framewor
k B.A., University of Texas at Tyler
M.S., Texas A&M at Commerce

Ward, Miles B.
Adjunct Professor, Music
B.M., M.M., Stephen F Austin State University

Waters, Erik J.
Adjunct Professor, Biology
B.S., University of Texas at Tyler

Welch, Shelley K.
Adjunct Professor, Associate Degree Nursing
B.S.N., M.S.N., University of Texas at Tyler

White, Kenneth G.
Adjunct Professor, Social Sciences
B.A., Texas A&M at Commerce
M.A., Stephen F Austin State University

Whitmire, Wendy R.
Adjunct Professor, Behavioral Science
A.A., Trinity Valley Community College
B.A., M.A., University of Mississippi

Williams, David D.
Adjunct Professor, Criminal Justice
M.S., Abilene Christian University

Williams, James E.
Adjunct Professor, Paralegal
A.A., Tyler Junior College
B.B.A., University of North Texas
J.D., University of Tulsa

Williams, Roxana P.
Adjunct Professor, Foreign Language
B.S., University of Texas at Tyler
M.A., Stephen F Austin State University

Williford, Mary A.
Adjunct Professor, Mathematics
B.A., University of Texas at Tyler
M.S., Texas A&M at Commerce

Willis, Tammy R.
Adjunct Professor, Behavorial Science/ Learning Framework
B.A., University of Houston
M.Ed., M.S., Ph.D., Texas A&M at Commerce

Wilson, Ashley C.
Adjunct Professor, English
M.A., Northwestern State University

Winn, Rusty
Adjunct Professor, Geology
B.S., University of Texas at Tyler

Wood, Scotti L.
Adjunct Professor, Psychology
A.A., Tyler Junior College
B.A., Southern Methodist University
M.A., Amberton University
M.Ed., Texas A&M at Commerce

Work, Kevin G.
Adjunct Professor, Emergency Medical Service Professions
A.A.S., Tyler Junior College

Yarbrough, Jeffrey B.
Adjunct Professor, Respiratory Care
A.A.S., Tyler Junior College

Yates, Tracy R.
Adjunct Professor, Engineering Design Technology
A.A.S., Tyler Junior College

Yates, Troy R.
Adjunct Professor, Engineering Design Technology
A.A.S., Certificate, Tyler Junior College

Yazdanpanahi, Benny I.
Adjunct Professor, Computer Information Systems
M.S., Texas A&M at Commerce
M.S., University of Texas at Tyler

Young, Judith A.
Adjunct Professor, Medical Office Management
A.A., South Plains College
B.S., West Texas A&M University
M.S., University of Texas at Tyler

Medical/ Dental Directors

Dr. William L. Moore
Medical Director, Emergency Medical Services Professions
B.S. Baylor University
M.D. University of Texas, Houston

Dr. Glen Dyer
Dental Director, Dental Hygiene
D.D.S., University of Texas Dental Branch at Houston

James M. Stocks, M.D.
Medical Director, Respiratory Care
B.S., Texas A&M University
M.D., The University of Texas Southwestern Medical School at Dallas

Ted S. Willis, M.D.
Medical Director, Diagnostic Sonography
B.S., Texas A&M University
M.D., The University of Texas Health Science Center at San Antonio

Appendix

General Index

A

About the Catalog 2
Academic Advising 23, 24, 28, 245
Academic Affairs 51
Academic Degrees 52, 54, 55, 56
Academic Fresh Start 29
Academic Probation 28, 52, 113
Academic Programs 52
Academic Standing 28
Academic Suspension 28
Acceptable Forms of Identification 26
Accommodations for Students 24
Accreditation 7–9
Activities, Student–*See Center for Student Life and Involvement*
Addiction Counselor 55, 56, 110
Address Change–*See Change of Name or Address*
Adjunct Professors 233–239
Administrative Staff 220–240
Admission 16, 17, 18, 19, 26, 80, 82, 89, 90, 113, 119, 132, 133, 139
Admissions
  Admission Appeals 19
  Admission Test Scores Requirement 18
  By Examination 16
  High School Graduate 16
  International Students 17
  Methods of 16
  Re-Admit Policy 19
  Responsibility for Admission Requirements 26
  Selective Admissions - Nursing and Health Sciences 18
  Special Admissions 16
  Test Scores Requirement 18
  Transfer Students 16
Adult Basic Education 49
Adult Student Services in Career Technical Education Programs 42
Advertising 54, 68
Advertising/Public Relations 54, 68
Allied Health & Nursing–*See School of Nursing and Health Sciences*
Apache Creed 9
Applied Studies–*See School of Professional and Technical Programs*
Areas of Emphasis for Degrees and Certificates 54
Art 37, 38, 54, 58, 97
Articulation Credit–*See Tech Prep and Credit by Articulation*
Assistive and Rehabilitation Program 36
Associate of Applied Science 47, 51, 52, 55, 58, 61, 65, 72, 74, 78, 80, 81, 82, 88, 89, 92, 97, 98, 106, 107, 110, 113, 115, 119, 120, 122, 123, 124, 127, 132, 133, 136, 139, 140, 142, 144, 145, 147
Associate of Arts 47, 52, 54, 55, 58, 61, 68, 69, 71, 77, 78, 79, 84, 85, 86, 87, 94, 96, 99, 101, 109, 117, 118, 128, 138, 141
Associate of Arts in Teaching 47, 52, 55, 85, 86, 87
Associate of Science 47, 52, 55, 60, 64, 76, 91, 94, 100, 102, 103, 104, 105, 112, 125, 135
Athletic Program 127
Athletic Training 55, 102, 102–103
Attendance 28
Auditing 50
Automotive Technology 55, 56, 58, 59

B

Background Check–*See Residential Life and Housing: Background Check*
Bacterial Meningitis 19, 39, 40
Bacterial Meningitis Vaccination Requirement 19
Band, Apache–*See Apache Band*
Baylor Bound 54
Behavioral Science 142
Biology 55, 60, 132
Board of Trustees 7, 21, 22
Bookkeeping 56, 62
Bridge Loan–*See Financial Aid: Bridge Loan*
Broadcast Journalism 54, 71
Buildings and Facilities 12–15
Business 22, 31, 48, 54, 55, 56, 58, 61, 62, 63, 64, 107, 115, 123, 140, 145
Business Management 55, 56, 61, 62, 63, 64

C

Cafeteria–*See Residential Life and Housing: Dining Services*
Campus Clinic 31, 39, 40, 245
Career Clusters and Career Pathways 54–56
Career Services 23, 25, 36, 245
Center for Student Life and Involvement 40, 41
Center for Student Success 42
Certificate 47, 56, 57, 58, 59, 62, 63, 64, 65, 66, 67, 73, 74, 75, 82, 83, 90, 92, 93, 108, 115, 116, 121, 127, 137, 139, 140, 142, 143, 144, 145, 146
Certificate Options 56
Certificate Plans 57–147
Chamber Singers 117
Change of Name or Address 32
Chassis and Drive Train 56, 59
Chemistry 55, 60, 64, 113, 133
Child Development/Early Childhood 55, 56, 65, 66, 67
Cisco 72, 74, 75
Civility Statement 7
Clinic, Campus
–*See Campus Clinic*
Clubs and Organizations 41
Collaborations with other Colleges and Universities 53
Collaborations with School Districts 52
Communications 54, 68, 69, 70, 71
Community Health Worker 111, 155
Computer Aided Drafting–*See Engineering Design Technology*
Computer Information Systems 55, 72, 73, 74, 75
Computer Science 54, 55, 72, 76
Continuing Education Center 48
Continuing Studies 48, 49, 51
Core Certificate 53
Core Curriculum 52–56
Corporate Services 48, 49
Course Curriculum–*See Degree/Certificate Plans*
Course Numbering 27
Credit by Examination 24, 25, 29
Credit, Transfer–*See Transfer Credit*
Creed–*See Apache Creed*
Criminal Justice 54, 55, 77, 78
CSLI–*See Center for Student Life and Involvement*

D

Dance 54, 79
Date of Last Attendance 26, 50
Dean's List 29
Degree/Certificate Plans 57–147
Dental Hygiene 18, 55, 79, 80, 81

Desktop Support Technician 74
Developmental Education 21
Developmental Education Fees 21–25
Diagnostic Medical Sonography 18, 55, 56, 82, 83
Dining Services–*See Residential Life and Housing: Dining Services*
Directory Information 30
Disability Services 245
Disputes, Transfer–*See Transfer Disputes*
Distance Education 21, 49, 52
Distance Education Fee–*See Special Fees: Distance Education Fee*
Dormitories–*See Residential Life and Housing*
Drafting & Design, Computer Aided–*See Engineering Design Technology*
Drama–*See Theatre*
Drug-Free Campus Statement and Zero Tolerance Policy 32
Dual Credit 16, 17, 50

E

Early Childhood–*See Child Development/Early Childhood*
Early College High School 52
Economics 54, 84
Education 19, 21, 22, 23, 27, 30, 31, 33, 34, 35, 47, 48, 49, 51, 52, 53, 55, 58, 65, 66, 82, 85, 86, 87, 115, 132
Electrical/Electronic Controls Technology 55, 56, 88
Elementary Education–*See Child Development/Early Childhood*
Emergency Medical Service Professions 89, 90
Employment, Student–*See Financial Aid: Employment*
Engineering 55, 56, 91, 92, 93, 140
Engineering Design Technology 55, 56, 92, 93
English 54–56, 58, 94
Environmental Science 55, 94
Equal Opportunity Compliance 33
Excess Hours Fees Notice 21
Executive Officers 220

F

Facilities and Buildings–*See Buildings and Facilities*
Family Rights and Privacy Act (Directory Information) 31
FERPA 31
Field of Study 53, 54, 55, 61, 68, 69, 71, 76, 77, 117
Financial Aid
  Bridge Loan 22
  Deadline 34
  Employment 35
  Financial Aid Funds 22
  Grants 34
  Installment Plan 22
  Loans 35
  Payment by an Outside Company 22
  Satisfactory Academic Progress Requirement 35
  Steps for Financial Aid Processing Each Year 34
  Tuition Exemption Program 36
Financial Aid Funds–*See Financial Aid: Financial Aid Funds*
Fire Protection Technology 55, 56, 95, 96
Foreign Language 54, 94, 96
Frequently Called Numbers 245
Full-time Professors 225–230

G

Game and Simulation Development 55, 97, 98
General Educational Development Test–*See Admissions: By Examination*
General Education Courses 55
General Studies 55, 99
Geology 55, 100
Government 55, 101, 123
Grade Forgiveness Policy 28
Grading System 29
Graduate Guarantees 47
Graduating with Honors 29
Graduation Requirements
  Additional Degrees 51
  Dates of Graduation 51
  Graduation Application Deadlines 51
  Graduation Under a Particular Catalog 51
  Student Responsibility 51
Grants 34–35
Graphic Design/Photography 142, 143, 144, 145
Grievance Procedures
  Federal Student Complaint Procedures 45
  Student Grievance Procedures 43
  Title IX Grievance Procedure/Sexual Harassment 45

H

Harmony and Understanding 117
Hazlewood Act 18, 37
Health and Kinesiology 55, 102, 103, 104, 105
Healthcare Administration 19, 55, 107
Health Information Technology 19, 55, 106
Health Service Fee–*See Special Fees: Health Service Fee*
Health Studies 103
Heating, Air Conditioning and Refrigeration Technology 55, 107, 108
High School Students, College Credit–*See Dual Credit*
History 55, 109
History of College–*See How We Began*
Honors, Graduating with–*See Graduating with Honors*
Honors Program 47
Housing Application Process–*See Residential Life and Housing: Housing Application Process*
Human Services: Addiction Counselor Training Program 110
Hybrid Courses 49

I

ID Cards 20
Immunization 19
Indian Affairs, Bureau of 36
Informed Consent 32
Installment Plan–*See Financial Aid: Installment Plan*
International Students 17
Interpreter Training–*See Sign Language Interpreting*

J

Jacksonville–*See TJC-Jacksonville*
Journalism 54, 69, 71
Journalism/Mass Communication 54, 69

K

Kinesiology–*See Health and Kinesiology*

L

Languages, Foreign–*See Foreign Language*
Legal Assistant–*See Paralegal*
Lindale–*See TJC-Lindale*
Literacy Council of Tyler 48, 49, 245
Loans–*See Financial Aid: Loans*
Luminant Academy 49

M

Main Campus 13, 245
Management–*See Business Management; Medical Office Management*

Management Specialty Leadership 62–147
Mapping–*See Surveying and Mapping Technology*
Maps 13–15
Mass Communication 54, 68, 69, 70, 71
Mathematics 55, 112
Maximum Number of Courses Dropped 28
Media Sales 56, 70, 157
Media Technology 56, 70, 157
Medical/Dental Directors 240
Medical Laboratory Technology 19, 55, 113
Medical Office Management 55, 56, 115, 116
Middle Grades Certification–*See Associate of Arts in Teaching*
Mission Statement 7
Multimedia Marketing and Production 55, 56, 69, 211
Music 21, 54, 55, 117, 118, 191
Musical Theatre 55, 118
Music, Applied–*See Applied Music*
Music Fees–*See Special Fees: Music Fees*

N

Name Change–*See Change of Name or Address*
Network Administration–*See System Administration*
Nondiscrimination 7, 7–9
Non-Residents–*See SB 1528 (Non-Residents)*
Nursing,
Associate Degree (ADN) 119
LVN-ADN Transition 19, 120
Paramedic-ADN Transition 19, 120
Vocational (VNE) 121

O

Occupational Therapy 19, 55, 122
Occupational Therapy Assistant 122
Office Technology–*See Medical Office Management*
Online (Internet) Courses 49
Optician Technology–*See Vision Care Technology*
Organizations, Student–*See Clubs and Organizations*
Orientation 18–25
Ornelas Health and Physical Education Center 49
Outdoor Leadership 105
Out-of-District student 20
Out-of-State 19, 21

P

Paralegal 55, 123
Parental Notification Policy in Higher Education 31
Parking Fees–*See Special Fees: Parking Fees*
Patriot Pathways 54
Payment by an Outside Company–*See Financial Aid: Payment by an Outside Company*
Photography–*See Graphic Design/ Photography*
Physical Education–*See Health and Kinesiology*
Physical Therapist Assistant 55, 124
Physics 55, 60, 82, 125, 133
Polysomnography 56, 134, 202
Power Plant Technology 55, 56, 126
President's Letter 3
President's List 29
Process Piping Design–*See Engineering Design Technology*
Professional Staff 222–227
Professional Tennis Management 55, 127
Professors, Full-time–*See Full-time Professors*
Proficiency Certificates–*See Certificate Plans*
Provost Office 51
Psychology 55, 115, 120, 127, 128, 138, 139
Public Administration 55, 56, 129, 130, 131
Public Relations 54, 68

R

Radiologic Technology 19, 55, 132
Radio & Television Broadcasting 54, 71
Radio & Television Broadcasting/ Broadcast Journalism 54
Re-Admit Policy–*See Admissions: Re-Admit Policy*
Real Estate 56, 63, 207
Reclassification 20
Record, Review of–*See Review of Record*
Records and Transcripts 30
Recreational Services 40
Refund Policy 22, 48
Registration Fee 20
Regulations, College–*See College Regulations*
Reinstatements 28
Repeat Fee Policy 21
Residence Hall Association–*See Residential Life and Housing: Residence Hall Association*
Residency Classification 19
Residential Life and Housing
Background Check 39
Housing Application Process 39
"Live The Experience" 38, 39
Respiratory Care 19, 55, 133, 240
Retail Management 63, 63–147
Reverse Transfer Graduation 16, 30
Review of Record 31
Rusk–*See TJC-Rusk*

S

SB 1528 (Non-Residents) 20
SBDC–*See Small Business Development Center*
Scholarships 37, 245
School of Academic Foundations 51
School of Continuing Studies 48, 49, 51
School of Engineering, Math and Science 51
School of Humanities, Communications and
Fine Arts 51
School of Nursing and Health Sciences 18, 19, 51
School of Professional and Technical Programs 51
School of Professional and Technical Programs Office of Development and External Funding and Grants 42
Science degree 55, 135
Secondary Education–*See Associate of Arts in Teaching*
Selective Admission–*See Admissions: Selective Admissions - Nursing and Health Sciences*
Sign Language Interpreting 55, 56, 136, 137
Skills Training Center 49
Small Business 114–147
Small Business Development Center 48
Social Work 55, 138
Sociology 55, 138, 139
Special Admission–*See Admissions: Special Admissions*
Special Fees
College Preparatory Fees 21
Distance Education Fee 21
Health Service Fee 21
ID Cards 20
Laboratory Fee 21–*See Special Fees: Health Service Fee*
Music Fees 21
Special Testing Accommodations 24

Speech 54, 71, 133
Staff, Administrative–*See Administrative Staff*
Staff, Professional–*See Professional Staff*
Student Activities–*See Center for Student Life and Involvement*
Student Classification 26
Student [Course] Load–*See Student Load*
Student Housing–*See Residential Life and Housing*
Student Load 30
Student Responsibility [Graduation]–*See Graduation Requirements: Student Responsibility*
Student Rights Handbooks 32
Student Rights Information 32
Student Senate 40–46
Students with Disabilities–*See Accommodations for Students*
Substance Abuse Counseling–*See Human Services: Addiction Counselor Training Program*
Support Services 41
Surgical Technology 19, 55, 56, 139
Surveying and Mapping Technology 55, 56, 140, 147
System Administration 72–73

T

TAKS 16
Technical Dual Credit 52
Tech-Prep Programs 25
Tennis Teaching–*See Professional Tennis Management*
Testing/Assessment 23
THEA 17, 18
Theatre 55, 117, 118, 141
Title IX 33, 45
TJC-Jacksonville 245
TJC-Lindale 245
TJC-Rusk 245–246
Transcripts 16, 26, 31
Transfer 16, 30, 34, 47, 54
Transfer Credit 30
Transfer Disputes 30
Transfer Programs 54
Trustees, College Board of–*See Board of Trustees*
TSI 23, 52
Tuition and Fees 20–25
Tuition Exemption Program 36–37
Tuition, Fees, Surcharges 20
Tutoring–*See Peer Tutoring*
TV Production–*See Radio & Television Broadcasting*
Tyler Area Business Incubator 48

V

Vaughn Learning Resource/Library 12, 39, 43, 245, 43
Veterans 18, 36, 37
Veterans Services 18
Virtual College of Texas 29, 50
Vision Care Technology 19, 55, 56, 142
Vision Statement 7
Vocational Rehabilitation Program–*See Assistive and Rehabilitation Program*

W

Waiver 36
WAN Technology 74
Web Development 55–56
Weekend College 22
Welding Technology 55, 56, 145, 146
Wellness and Exercise Specialist 147
Wellness & Exercise Specialist 55, 147
West Campus 48, 49, 51, 65, 66, 67, 68, 245

X

X-Ray Technician–*See Radiologic Technology*

Z

Zero Tolerance Policy 32

Frequently Called Numbers

- Academic Advising:
  - Director . . . 903–510–3287
  - Nursing & Health Sciences . . . 903–510–2662
  - Professional & Technical Programs . . . 903–510–2347
  - Humanities, Communications and Fine Arts . . . 903–510–2425
  - Engineering, Mathematics and Sciences . . . 903–510–2425
- Apache Call Center:
  - Admissions . . . 903–510–2523
  - Business Services . . . 903–510–2569
  - Cashiers . . . 903–510–2672
  - Financial Aid . . . 903–510–2385
  - Registrar . . . 903–510–2401, 2401
  - Transcripts . . . 903–510–2400
- Bookstore (Follett) . . . 903–510–2522
- Campus Police during business hours . . . 903–510–2258
  - On–Campus Emergency . . . 903–510–2222
- Career Services . . . 903–510–2334
- Center for Student Life and Involvement . . . 903–510–2613
- Center for Student Success . . . 903–510–3342
  - Office of the Dean . . . 903–510–3342
  - Division Director, Academic Resources . . . 903–510–2285
  - Early Alert . . . 903–510–2047
  - Learning Framework, Chair . . . 903–510–2139
  - NCBO Coordinator . . . 903–510–3187
  - TSI Readiness, Chair . . . 903–510–3501
  - Division Director, Student Resources . . . 903–510–2495
  - Disability Services, Director . . . 903–510–2878
  - Trio, Director . . . 903–510–2612
  - Tutoring Services, Director . . . 903–510–3114
  - Vaughn Library, Director . . . 903–510–2759
- Continuing Education . . . 903–510–2900
- Counseling . . . 903–510–2878, 2041
- Dining Services (Aramark) . . . 903–510–2516
- Disability Services . . . 903–510–2878
  - TDD/TTY . . . 903–510–2394
- Distance Learning Information . . . 903–510–2529
- Campus Clinic . . . 903–510–3862
- Foundation, TJC . . . 903–510–2382
- Human Resources . . . 903–510–2382
- Intercollegiate Athletics . . . 903–510–2458
- Ornelas Health & Physical Education Center . . . 903–510–2555
- Recreation Room . . . 903–510–2611, 2259
- Residential Life and Housing . . . 903–510–2345
- Scholarships . . . 903–510–3234
- Student Affairs . . . 903–510–2261
- Testing Center . . . 903–510–2617, 2049
- Vaughn Library . . . 903–510–2502
- TJC–Main Campus . . . 903–510–2200
  - Toll–free (during business hours) . . . 800–687–5680
  - Inclement Weather . . . 903–510–3000
- TJC–Jacksonville . . . 903–510–3331
- TJC–Lindale . . . 903–510–3100
- TJC–Rusk . . . 903–510–2114
- TJC West Campus . . . 903–510–2900
  - Corporate Services . . . 903–510–2965
  - Literacy Council of Tyler . . . 903–533–0330
  - Small Business Development Center (SBDC) . . . 903–510–2975
  - Tyler Area Business Incubator . . . 903–510–2975

TYLER JUNIOR COLLEGE™

P.O. Box 9020 · Tyler, Texas 75711–9020
For more information, Call 1–800–687–5680 or visit our Web site: www.tjc.edu